

**Edison State Community College** invites qualified candidates to apply for the full-time position of Director for Emergency Medical Services Programs/Faculty Member. The Director of the Emergency Medical Services Programs/Faculty Member is responsible for the organization, administration, continuous review, planning, development and effectiveness of the Emergency Medical Technician, Paramedic and all other future programs associated with the EMS field of study. The individual in this position also serves as full-time faculty for the EMS programs. The Director/Faculty of the EMS Programs demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program, faculty and students. All EMS programs are currently housed at the Edison State Troy Campus.

To be considered, candidates should include cover letter, resume, transcripts, teaching philosophy and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer.**

#### **Examples of Duties:**

##### **GENERAL DESCRIPTION:**

The Director and Faculty of the EMS Programs is responsible for the organization, administration, continuous review, planning, development and effectiveness of the Emergency Medical Technician, Paramedic and all other future programs associated with the EMS field of study. The individual in this position also serves as full-time faculty for the EMS programs. The Director/Faculty of the EMS Programs demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program, faculty and students. All EMS programs are currently housed at the Edison State Troy Campus.

##### **CORE DIRECTOR RESPONSIBILITIES:**

- Provide administration, organization, and supervision of the EMS programs.
- Oversee continuous quality review and improvement of the EMS programs.
- Coordinate Long range planning and ongoing development of the programs.
- Insure Effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
- Maintain Cooperative involvement with the medical director.
- Provide Orientation/training and supervision of clinical and field internship preceptors.
- Monitor Effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.
- Develop and reviews EMS curriculum and assure the curriculum meets the standards of the college, CoAEMSP, CAAHEP, HLC, ODHE and regional employers.
  - Ensure congruence of program policies and procedures with those of the college under the direction of the Dean.
  - Review and revise policies for EMS programs.
  - Review programs' student handbooks, all Clinical Affiliation Agreements, and all policies and procedures associated with the programs on an annual basis.
  - Collects data on graduation rates, performance on state licensing or certification and employment rates – writes report and forwards to the Dean.
- Provide support for the program through student advising, development of class schedules, staffing of adjuncts, and classroom/lab maintenance.
  - Develop database to tract individual student performance and academic progression.
  - Provide input to the Dean regarding the strengths of the program, faculty and adjunct faculty.

- Develop and maintain a listing of qualified adjunct personnel for the programs.
- Receive student evaluations of course/instructor for each EMS program and provide input to the Dean regarding needed changes.
- Reviews students' performance in clinical education.
- Recommend staffing for full-time and adjunct faculty.
- Inform the Dean of the need for new adjuncts.
- Participate in the selection process for new adjuncts by reviewing applications for appropriateness of education and experience, making the necessary arrangements for and participating in the interview process, and conferring with the Dean.
- Assist new adjuncts with orientation to the College and to the position, and provision of texts and course material.
- See that adjuncts are assigned mentors, as required, and facilitate the work of mentors.
- Provide adjunct faculty syllabi and other course materials to ensure professional standards, quality, and effectiveness in reaching course outcomes.
- Coordinate the review and revision of course schedules, including coordination with other departments and monitoring of enrollments and recommendation of additions and deletions of sections.
- Coordinate scheduling and maintenance of classrooms and labs.
- Coordinate curriculum revision, C-TAG/TAG/OTM submission, syllabi revision, and textbook adoption.
- Coordinate the development of articulation agreements as needed.
- Coordinate the preparation of informational brochures and other publications with Marketing for the directed programs.
- Coordinate community involvement for the programs.
- Coordinate recruitment and marketing efforts for the programs in conjunction with the Dean and other appropriate offices.
- Ensure the effectiveness of the program through annual assessment of the achievement of established learning outcomes and the periodic program review process.
  - Receives and responds to complaints received from the Dean regarding the EMS programs.
  - Provide support to the program coordinators (if assigned) and faculty for completion of CoAEMSP, CAAHEP self-study documentation as needed within Accreditation cycle.
  - Reviews annual reviews of programs and suggest changes to the Dean with subsequent approval from the Provost.
  - Complete a five-year comprehensive review of program policies and procedures with program faculty, adjunct faculty, clinical education faculty, and the Dean.
- Provide input into the budget process for the EMS programs.
  - Work with the Dean to assure that adequate resources are available for EMS programs.
  - Recommends needed equipment and supplies for the EMS programs.
- Maintains communication with central administration and other units of the college, faculty, students, clinical agencies, CoAEMSP, CAAHEP, HLC, and ODHE.
  - Provides information regarding the EMS programs to Advisory Resource Center and other College Departments.
  - Available for student questions.
- In the event that a competitive admissions process becomes necessary, the Director would Chair the EMS programs' Student Admission/Selection Committees.
  - Work directly with Academic Project Specialist to track student applicant qualifications and pre-requisite completion and forward the results to the Selection Committee.

- Upon notification of intent to hire faculty or adjuncts, communicates with Human Resources to assure proper documentation – including but not limited to transcripts and Ohio Licensure verification – area on file in the employee’s permanent personnel file.
  - Assisting new adjuncts with personnel paperwork requirements, orientation to the college and to position.
  - Sees that adjuncts are assigned mentors.
  - Facilitate the work of mentors.
- Conduct regular meetings of program Advisory Committee as required. Responsible for making and implementing approved changes as suggested by Advisory Committee, faculty, and clinical education partners.
- Represent the college and EMS programs at community and recruitment events.
- Serve on appropriate college, state and national committees as appropriate.
- Other duties as assigned by Dean of Professional and Technical Programs.

**FACULTY RESPONSIBILITIES:**

- Provide instruction and conduct classes in accordance with the philosophy of the college and within the scope of a defined course of study. Help students with coursework.
- Prepare, distribute, and submit syllabi for all assigned sections in accordance with department and divisional policies.
- Utilize college learning management system (Blackboard) to create course content website.
- Evaluate and return student work in a timely manner to promote student learning.
- Maintain accurate records of student progress and attendance.
- Submit final grades and all other required documents and reports according to established deadlines.
- Assist part-time faculty, instructional assistants and tutors in the faculty member's field of study.
- Develop curriculum and learning assessment processes.
- Conduct Guided Pathways faculty advising for students and liaise with the program’s Student Services Career Advisor counterpart and help students with registration.
- Meet all administrative time lines and complete the submission of required documents and reports.
- Perform such other related duties as the appropriate dean or the chief academic officer may assign for the good of the College.
- Can participate in professional development activities.
- Serve on committees.
- May be required to complete teaching assignments at the Edison State Piqua campus and/or at regional campuses which include the Eaton campus, Greenville campus, and Troy campus. (EMS program located at Troy Campus).

**Qualifications:**

**Required Qualifications:**

- State Certified EMS Instructor.
- Possess a minimum of a Bachelor’s degree.
- Have appropriate medical or allied health education, training, and experience.
- Be knowledgeable about methods of instruction, testing and evaluation of students.
- Have field experience in the delivery of out-of-hospital emergency care.
- Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic.

- Be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Education Standards, and about evidenced-informed clinical practice.

**Preferred Qualifications:**

- Master's degree in a Health Science field.
- Five years teaching EMT or Paramedic.
- Seven years of experience performing as a certified EMT or at a higher level (paramedic, rescue firefighter, etc.)

**Supplemental Information:**

Total Combined Salary is \$54,807.00 to be broken down as follows:

The minimum starting salary for this 9-month (178 duty days/beginning in August of 2021) faculty position is \$39,807.

Additional Director stipend for administration duties is \$15,000.

\*Director duties may include summer hours.