

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM DIRECTOR – EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

BASIC FUNCTION:

Under the direction and leadership of the Dean of the Higher Education Center at Otay Mesa, assume responsibility for day-to-day management of the EMT/P Program; coordinate with the faculty to ensure successful implementation of the program in accordance with the District and accrediting agency guidelines; serve as liaison between the EMT/P and county and statewide agencies, program faculty, students, student support services groups, campus administrators, student organizations, and related professional societies; coordinate evaluation of program activities and accomplishments.

REPRESENTATIVE DUTIES:

Meet regularly with the Dean of the Higher Education Center at Otay Mesa to plan implementation of the EMT/P program at Southwestern Community College District; develop plans for implementation of program in cooperation with the faculty, Advisory Committee, county and statewide, and other members of the faculty and administration. *E*

Develop, plan and coordinate activities related to student retention. *E*

Meet regularly with the faculty to report on progress of program and to consult with and develop plans for improvement of program; regularly evaluate program and program features; recommend steps for improvement. *E*

Maintain contacts and encourage the formation of communication channels between EMT/P Program and other District departments/divisions. *E*

Develop relationships with articulation officers and EMT/P faculty at four-year institutions; work with EMT/P Directors/Coordinators at local community colleges on issues of mutual benefit. *E*

Consult with faculty, teaching assistants, and administrators of support services programs to assist in improving delivery of services to students; maintain regular contact with campus unit heads of student services areas. *E*

Maintain contact with EMT/P students through personal discussions, regular meetings and other activities; maintain a file on each student; maintain a database and updated files on all EMT/P majors. *E*

Maintain adequate tracking and record keeping of student performance and outcomes. *E*

Interact with community partners on behalf of the program and students (hospitals, ambulance providers, fire departments). *E*

Attend county meetings relative to Emergency Services and EMS education. *E*

Manage EMT/P scheduling of classes and faculty assignments to ensure that it is within program budget and district personnel policies. *E*

Contact, select, coordinate and evaluate field preceptors at fire departments and ambulance companies. *E*

Develop and process necessary facility agreements for student placement with external agencies. *E*

Maintain appropriate program and student records per state and national accreditation standards. *E*

Orient new EMT/P adjunct faculty. *E*

Program Director – EMT/Paramedic - Continued

Complete annual report for accreditation. *E*

Assure that the training program remains in compliance with Title 22, Chapter 4 and accreditation standards. *E*

Promote academic success of EMT/P students; work with faculty to develop subject-area workshops; work with Center faculty to promote cross-discipline integration of concepts. *E*

Increase student involvement at Southwestern Community College District; regularly communicate with students; assist students in finding employment on campus; promote faculty mentoring of students; promote faculty involvement in EMT/P functions. *E*

Advise the EMT/P Club and attend all club functions; oversee the EMT/P faculty lecture series; recruit and schedule speakers for meetings of students. *E*

Promote faculty awareness of academic requirements for transfer and A.S. requirements. *E*

Process budget items, monitor expenses, and work with the Dean and faculty in planning and recommending future budgets for EMT/P funds. *E*

Compile data and prepare program reports as required; maintain program records. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational, operational, and structural functions of postsecondary institutions.

Operations, services, and activities of EMT/P programs.

Leadership and management principles and practices.

Basic principles and practices of program development, administration, and review.

Pertinent Federal, State, and local rules, regulations, and guidelines.

District policies and procedures.

Basic principles of supervision, training, and performance evaluation.

Information and research resources available related to areas of assignment.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of statistical record keeping and report preparation.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

ABILITY TO:

Work in a multicultural environment.

Work independently, assume responsibility, and take initiative in carrying out assignments.

Manage the day-to-day operations of the EMT/P Program.

Participate in the development, administration, and implementation of program goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Plan, organize, direct, and coordinate the work of assigned staff.

Analyze problems, identify alternative solutions, program consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Interpret and apply applicable federal, state, and District policies, laws, and regulations.

Conduct meetings and serve on committees.

Program Director – EMT/Paramedic - Continued

Work successfully with District faculty, administrators, and staff.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

CALIFORNIA CODE OF REGULATIONS REQUIREMENT FOR PROGRAM COURSE DIRECTOR:

Licensed in the state of California as a physician **OR** a baccalaureate degree and currently certified or licensed in the State of California as a Registered Nurse or a Paramedic **OR** a baccalaureate degree in a related health field or in education **AND** a minimum of one (1) year experience in an administrative or management level position **AND** a minimum of three (3) years of academic or clinical experience in pre-hospital care education within the last five years.

DESIRED QUALIFICATIONS: Experience in coordinating paramedic programs and services.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Seeing to read and verify data and prepare various materials.

Hearing and speaking to exchange information on the telephone or in person.

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Johnson & Associates