

Program Coordinator/Instructor Emergency Medical Service (EMS) Programs

Position Description: The Coordinator/Instructor of EMS Programs is a 12 month position that provides leadership and direction in both academic and program administration. The EMS Coordinator/Instructor reports to the Dean for Allied Health and is responsible for the administration, organization and supervision of the ANC EMS Programs. The Program Coordinator serves as the Lead Instructor in the EMT and Paramedic Program and works closely with the Dean, EMS Program Director, EMS Medical Director, Paramedic and EMS part-time Instructors to ensure quality student learning and program outcomes are met. The Coordinator works in collaboration with the EMS Program Director to be responsible and accountable for ensuring the educational goals and objectives of the EMS programs (EMT and Paramedic and other scheduled EMS courses/program) are met along with assisting in maintaining regulatory compliance with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and Arkansas Department of Health, Section of Emergency Medical Services as indicated.

Position effective immediately

Qualifications: Minimum of an Associate's degree with a focus in healthcare preferred. Bachelor's degree preferred. The EMS- Paramedic Coordinator must hold a current National Registry in Paramedic and be licensed in the State of Arkansas as a Paramedic and hold all required State credentials.

Minimum of three years' experience as a Paramedic with teaching experience preferred.

Responsibilities: The EMS Program Coordinator responsibilities include, but are not limited to:

- Communicates and disseminates information to the EMS faculty, to the EMS Program Director, Dean for Allied Health and to other faculty as appropriate and maintains open lines of communication.
- Responsible for the administration, organization, and supervision of the EMT programs and assists with the Paramedic educational programs including the long range planning and ongoing development of the programs.
- Responsible for, in conjunction with the EMS Program Director and Dean for Allied Health for maintaining program approval from compliance with the Commission on Accreditation of Allied Health

Education Programs (CAAHEP), Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and Arkansas Department of Health, Section of Emergency Medical Services as indicated.

- Assists with and submits annual reports, helps with preparing for Paramedic accreditation site visits including assisting with completing the program self-study as indicated along with required EMT program reviews
- Implements the decisions concerning course offerings and curriculum changes (courses offered, number of sections, times, spaces, and instructors) and revisions. Reviews and updates course syllabi and first-day handouts.
- Develops and/or maintains a record system for accountability and planning purposes reflecting the resource management responsibilities for the Department.
- Handles general correspondence and procuring and maintaining supplies, materials and equipment.
- Participates in budget planning, preparation, and administration.
- Responsible for the continuous quality review and improvement of the EMS educational programs and assists faculty in the assessment, evaluation and reporting of required assessment of student learning and program outcomes.
- Responsible for in collaboration with the EMS Program Director for the overall effectiveness of the EMS programs, including instruction and faculty.
- Ensures systems are in place to demonstrate the effectiveness of the programs; recommends and implements data-driven academic and program improvements based on faculty review and analysis of results from the assessment of student learning and program outcomes.
- Demonstrates cooperative involvement with the medical director, program director, advisory committee and faculty.
- Assists with scheduling and facilitation of annual EMS Advisory Council Meetings according to accreditation guidelines.
- Coordinates the orientation/mentoring process and the supervision of part-time EMS faculty.
- Ensures and documents the orientation/training and supervision of clinical and field internship preceptors.
- Maintains a current list of approved adjunct and part-time faculty and makes appropriate assignments ensuring effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.
- Provides evaluations and contract recommendations for all instructional staff.
- Maintains a correct accounting of part-time hours for each faculty member in accordance with the approved policies. Approves and signs part-time faculty time sheets.
- Coordinates the appropriate utilization of clinical agencies/facilities ensuring executed affiliation agreements are maintained and adhered to by students and faculty.

- Ensures the EMS clinical laboratory is maintained using best practice guidelines promoting student learning in a safe environment for students and faculty.
- Demonstrates effective leadership by motivating students, faculty and staff in a positive and professional manner.
- Demonstrates effective interpersonal relations and communication skills with students, and ANC and Allied Health Division faculty, academic staff, Dean for Allied Health, Chief Academic Office and ANC administrative staff.
- Attends and participates in reconvening activities, divisional and departmental faculty meetings.
- Attends and participates in College Committees/activities as assigned.
- Implements responsibilities of the Coordinator in an organized and effective manner utilizing time management and meeting scheduled deadlines/objectives.
- Performs any other responsibilities arising from his/her Division and/or assigned by the EM Program Director or Dean for Allied Health.

The EMS Instructor responsibilities include, but are not limited to:

- Follows established academic policies and procedures of the College that facilitate instruction, administration and student well-being.
- Provides formal classroom and clinical lab instruction that support the Student Learning Outcomes and Clinical Learning Objectives identified for each course assigned.
- Demonstrates appropriate lesson planning and preparation.
- Demonstrates knowledge in course content utilizing effective teaching methodologies in assigned subjects.
- Demonstrates ability through academic preparation, training and experience to teach the courses or topics assigned.
- Develops and maintains an environment conducive to effective learning.
- Utilizes effective teaching methodologies in classroom and clinical lab instruction to include use of distance technology to enhance student learning.
- Adheres to the Clinical and Field Guidelines/requirements and performance outcomes for assigned courses.
- Evaluates Student Learning Outcomes, progress in the classroom, clinical lab, clinical and field agencies ensuring preceptors provide student evaluation reports as required.
- Provides academic advising of assigned students, assists with advising pre-EMS students and registration process as assigned.
- Serves on College committees and teams as appointed.
- Completes instructional requirements in a timely manner sharing outcomes with the Dean of Nursing, Allied Health and HPER along with appropriate EMS faculty.
- Maintains an annual evaluation portfolio of teaching and professional activities that demonstrates professional growth.
- Cooperates with other members of the EMS faculty and staff in planning instructional goals, objectives, and methods of instructional delivery.
- Responsible for maintaining updated, unencumbered license to practice as a Nationally Registered Paramedic in Arkansas.

- Maintains education and clinical competencies in areas of instructional responsibilities.
- Involved in student success, recruitment and retention-related activities.

SALARY:

Salary is commensurate with education and experience. A generous benefit package is included.

APPLICATION DEADLINE:

Review of applications will begin immediately and will continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:

To apply, send completed ANC application, letter of interest, resume, references, transcripts and copies of licenses to: ANC Personnel Office, P.O. Box 1109, Blytheville, AR 72316-1109 or via email to thampton@smail.anc.edu. For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

DATE OF ANNOUNCEMENT:

December 12, 2023

ANC is an affirmative action, equal opportunity employer.