



## **Program Director/Instructor Emergency Medical Service (EMS) Programs**

### **Position Description:**

The Director/Instructor of EMS Programs is a 12-month position that provides leadership and direction in both academic and program administration. The EMS Program Director/Instructor reports to the Dean for Allied Health and is responsible for the administration, organization and supervision of the ANC EMS Paramedic and EMT Programs. The Program Director serves as the Lead instructor in the Paramedic Program and works closely with the Dean, EMS Medical Director, Paramedic and EMS part-time Instructors to ensure quality student learning and program outcomes are met. The Director is directly 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 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 a Bachelor's degree with a focus in healthcare preferred. Master's degree preferred. The EMS- Paramedic Director must hold a current National Registry in Paramedic and be licensed in the State of Arkansas as a Paramedic and EMS Instructor.

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

### **Responsibilities:**

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

- Communicates and disseminates information to the EMS faculty, to the 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 and Paramedic educational programs including the long-range planning and ongoing development of the programs.
- Responsible for, in conjunction with the 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.
- Submits annual reports, prepares for Paramedic accreditation site visits including 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.
- Ensures the continuous quality review and improvement of the EMS educational programs and leads faculty in the assessment, evaluation and reporting of required assessment of student learning and program outcomes.
- Responsible 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, advisory committee and faculty.
- Schedules and facilitates 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 Director in an organized and effective manner utilizing time management and meeting scheduled deadlines/objectives.
- Meets EMS Instructor responsibilities as outlined in the EMS Instructor Job Description.
- Responsible for maintaining updated, unencumbered license to practice as a Nationally Registered Paramedic in Arkansas.
- Maintains education and required clinical competencies in areas of instructional responsibilities.
- Performs any other responsibilities as assigned by the Dean for Allied Health.

**Salary:** Salary commensurate with education and experience as defined on the High Demand Salary Schedule. A generous fringe benefits package is included.

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

**Application Procedure:** To be considered for this position, interested candidates should submit all of the following; cover letter, resume, completed application (available at [www.anc.edu/jobs](http://www.anc.edu/jobs) ) and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email [thampton@smail.anc.edu](mailto: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:** **May 16, 2024**

*ANC is an affirmative action, equal opportunity employer.*