



**Job Description:** Full-Time EMS Program Director/Paramedic Instructor

**Exempt:** Yes

**Safety Sensitive:** No

**Department:** EMS

**Reports To:** Dean of Health Sciences

**Location:** Gotaas Hall

### **GENERAL DESCRIPTION OF POSITION**

This position will provide leadership and vision for the EMS Program at ASUMH. The role includes development and administration of the Paramedic, EMT, and EMR programs as well as teaching and service. A creative thinker with a strong work ethic, commitment to the concepts of innovation, continuous improvement, and excellence in higher education and in the EMS profession are fundamental to this position. The maximum salary for this position is \$75,000.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Program Director Duties: 1. Maintain a positive relationship with the Arkansas Department of Health EMS Division and stay current on EMS changes/updates. 2. Maintain CoAEMSP accreditation. 3. Assess and review to ensure the continuous improvement of all curriculum. 4. Engage in strategic and long range planning for the program. 5. Engage in cooperative involvement with the medical director. 6. The orientation/training and supervision of clinical and field internship preceptors. This duty is performed weekly, about 15% of the time.
2. Instruction: Facilitate student learning for all assigned classes. The basic instructional assignment is thirty (30) load hours per academic year for 9-month faculty. Furthermore, a number of faculty positions include a combination of teaching and administrative or service duties. On occasion faculty may receive a reduced instructional load to complete other duties related to the function of the college. Each semester's instructional load will be assigned by the faculty member's supervisor, which will be determined by the nature of the position, the needs of the department, and workload guidelines established by college policy. Participate in

program level learning assessment. Participation includes helping articulate learning outcomes, choosing and administering measures, evaluating student performance, and suggesting changes to improve student learning. Provide effective instruction and perform evaluations of student learning. Develop course curriculum, course handouts, lectures, labs, and presentations, including reviewing and participating in textbook selection process where appropriate. Schedule, supervise, debrief, and evaluate students in clinical, internship, observation, field experience, and similar settings as appropriate for the course or program. Be available to students via email, phone, or personal conferences. Maintain course/student records in accordance with FERPA regulations and submit records by established deadlines. Keep a flexible weekly schedule that best facilitates student learning and access. This duty is performed about 65% of the time.

3. Professional Development: Participate in summative and formative faculty evaluation process. Remain current in academic or program discipline, including maintaining licensure, certification, or continuing education requirements where appropriate. Receive training or stay current in technological or pedagogical advances that promote student learning. Participate in college professional development activities.
4. Service to the College: Help students identify and achieve their educational goals through participating in the college's advising process, as well as providing incidental academic advice to students in classes. Post and keep office hours to facilitate interaction with students, the college community, and the public. Serve on standing ad hoc committees, advisory boards, hiring committees, faculty senate, or as a student organization advisor. Attend local, regional, state, or national meetings where required or necessary for the discipline. Mentor and assist in orienting new faculty, either formally or informally where appropriate or required by department or division. Attend commencement or other ceremonies appropriate to the faculty member's discipline or program. Attend departmental, divisional, and college-wide meetings where appropriate or as required by supervisor. Perform other academically-related duties as assigned by instructor's supervisor. This duty is performed about 20% of the time.
5. Course Development. Includes research and creation of course curriculum and syllabi, textbook selection, selection of additional learning aids, etc.
6. Course Instruction. Includes classroom time committed to lecture, student discussion, and other methods of instruction.

7. Clinical Duties & Clinical Assignments. Overseeing Paramedic and EMT student clinical assignments and coordinating with the local hospital, and other entities to organize clinical sessions. Is responsible for educating, mentoring, and grading of all student clinical experiences including affective domain. Oversee management all student records regarding clinical and field internship in FSDAP or Platinum Planning.
8. Course Maintenance. Includes grading assignments, constructing tests, and completing course assessment materials.
9. Office Hours. Must maintain agreed-upon office hours for the purpose of meeting with students.
10. Committee Assignments. Service on a designated committee is an essential job function. Committee assignments will be based upon the current needs of the institution.
11. Mandated Meetings. Attending committee meetings and regularly scheduled faculty and staff meetings is required. Professional Development meetings may also be required as needed.
12. Off Campus Work. Includes grading, emailing and telephone work with students, working with students in online courses, and additional course development and restructuring as needed.

Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Bachelor's degree in related field

Current Arkansas Paramedic License and NREMT Certification BLS Certified

ACLS Certified PALS Certified

BLS, ACLS, and PALS instructor certification required Arkansas EMT Instructor

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Master's preferred

5+ years Paramedic experience in EMS

NAEMSE Educator I and II

AMLS and PHTLS instructor certification

**ADDITIONAL INFORMATION**

CAAHEP/CoAEMSP Standards  
and Guidelines The Program

Director must:

- 1) possess a minimum of a Bachelor's degree (Master's degree preferred)
- 2) have appropriate medical or allied health education, training, and experience,
- 3) be knowledgeable about methods of instruction, testing and evaluation of students,
- 4) have field experience in the delivery of out-of-hospital emergency care,
- 5) have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic,
- 6) be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Education Standards, and about evidenced-informed clinical practice.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises O subordinate supervisor(s) who supervise(s) a total of O employee(s). Supervises 2 non-supervisory employee(s). Departments supervised by this position include 0. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.