

Job Description

Date: October 9, 2013	Position Title: EMS Program Director	Job Grade: 206
Department: Continuing Education	Division/Subsidiary: Corporate & Community Education	<input type="checkbox"/> Non-Exempt x <input type="checkbox"/> Exempt
Position Code: DEMP	SOC Code: 11-9033	Salary Range: Min Mid Max \$43,117 - \$53,897 - \$67,932
EEO Type: PR		

POSITION SUMMARY:Briefly describe what the position was created to accomplish.

The Program Director is responsible for all aspects of the program including but not limited to: the administration, organization, supervision of the education program and program instructors; continuous quality review and improvement of the educational program; long range planning and the ongoing development of the program, program assessment; assessment of student learning; student advising; program instruction; preparation and submission of accreditation and program documentation; and university committee work.

ESSENTIAL FUNCTIONS: List in order of importance, describe what must be accomplished, not how it must be done; include supervision or management responsibilities, and quality/quantity standards.	% Time: Estimated time for function.
Provide student instruction in the classroom.	10%
Provide leadership in evaluating the need of the department and recommend material, equipment necessary for the implementation for an effective educational program.	20%
Follow college policies and operational procedures to the instructional faculty and staff of the Program. Provide necessary support for the decisions of the college.	20%
Assure all state and national accreditation requirements are met for the Program and ensure applicable documentation and timelines are met.	20%
Provide and maintain clinical affiliations agreements to College, State, and National Guidelines and standards.	20%
Evaluate, review and recommend revisions of curriculum, syllabi, and selection of textbooks within the Program.	10%

MINIMUM REQUIREMENTS

Education:	Bachelor's Degree from an accredited educational institution
Experience:	Minimum of three years of administrative or supervisory experience, Five years of documented part-time or full time teaching experience. Five years' experience in the industry field of teaching program.
Knowledge/Skills/Abilities:	Ability to communicate effectively both orally and in writing. Working knowledge/utilization of word processing, spreadsheet, and presentation software applications. Knowledgeable on current national accreditation, national registration exam and the requirements for state certification or licensure.
Certifications:	Current state and national licenses of the program teaching or supervising.

PHYSICAL REQUIREMENTS

Sitting __10__% Standing _20__% Walking_25__% Lifting Up to _25__#’s, _20__% of Time

Environment: Heated Air-Conditioned Hazardous Chemicals: _____

Equipment Used: Computer Copier Fax Phone Fork Lift

Production Equipment: EMS Skills Equipment (for example EMS Stretchers)_____

ADDITIONAL COMMENTS

Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, and manages time well. Provides feedback and coaching, rewards hard work and risk taking, takes mentoring role, challenges and develops employees, accepts mistakes, provides visibility/opportunity.

APPROVALS

Supervisor:	Date:
Next Level Approval:	Date:
Human Resources:	Date:

NOTE: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.