

**JOB TITLE:** Program Coordinator, Emergency Medical Services (EMS)

**FLSA:** Exempt

**DEPARTMENT:** Nursing and Allied Health

**LEVEL:** Faculty

**REPORTS TO:** Dean of Nursing and Allied Health and/or Vice President of Academic Affairs

**DATE EFFECTIVE:** 07-01-19

**POSITION SUMMARY:** This is an assignment made to a faculty member teaching in the EMS program following the guidelines established by the Missouri State Board of EMS Bureau. The position has responsibilities for the day-to-day oversight of the program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the EMS faculty job description.

**ESSENTIAL TASKS:** Faculty must be able to perform the following functions.

- Coordinate the overall EMS program activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Ability to communicate and work collaboratively with EMS faculty, local sending schools, and clinical sites.
- Secure and maintain meaningful clinical site contracts with clinical site coordinators.
- Oversee scheduling building and student assignments to clinical sites.
- Collaborate with potential employers to develop on going competencies needs for graduates.
- Maintain student and faculty compliance records for clinical sites (health & vaccine records, CPR, confidentiality, etc.).
- Provides oversight and management of the clinical lab functions to include: safety; equipment maintenance, upgrades and acquisition; supply inventory management; orientation for faculty, students, and guests; maintain lab calendar and lab usage data/reports; maintain lab guidelines/policies/procedures.
- Assist the division chair in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities as required.
- Mentor new faculty and provide feedback to the program evaluation process.
- Responsible for hiring, orienting, mentoring, oversight and evaluations of adjunct faculty.
- Assist the Dean with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Provide academic advisement to the EMS students.
- Perform as a resource for all EMS faculty.
- Mentor faculty in use and development of clinical lab simulation.
- Oversee and participate in local events related to student recruitment and any other activities related to the EMS program and community outreach.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee. Review committee membership regularly.
- Participate in instructional institutional planning and budget processes; attend EMS program meetings and divisional meetings as scheduled
- Provide local oversight of equipment needs and maintenance; maintain appropriate records related to budget, equipment and maintenance and facilities.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

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