

**JOB TITLE:** Faculty, Emergency Medical Services (EMS)

**DEPARTMENT:** Allied Health

**LOCATION:** Main Campus

**REPORTS TO:** Dean of Health Sciences/Vice President, Academic Affairs

**FLSA:** Exempt

**LEVEL:** Faculty

**DATE EFFECTIVE:** 12/8/21; 7/1/19

**POSITION SUMMARY:** Faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations. Teaching and training duties shall be performed under the direct supervision of the CAO but may be delegated to the Dean and/or Program Coordinator

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Minimum of an associate degree is required; a bachelor's or master's degree is preferred; plus three years' work experience in emergency medicine/prehospital care.
- Must possess a BLS, ACLS, and PHTLS Instructor Certification or be willing to obtain upon hire.
- Current undisciplined license to practice EMS in the state of Missouri, National Registry, or other state license or certification as a paramedic and at least two years clinical experience as an EMT-P, or licensure as a registered nurse or physician with at least two years clinical experience.

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

**A. INSTRUCTION**

- Teach thirty (30) semester credit hours (or the equivalent in lab, clinical, etc. hours) each academic year.
- With the assistance of the core faculty, Department Chairperson and the Vice President of Academic Affairs, participate in developing course and/or program curriculum, standards, and policies.
- Develop course curriculum, handouts, lectures, labs, presentation, and maintain course outlines/syllabi and printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus.
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, audio visual equipment, and be willing to learn and apply any other new technology necessary to enhance learning.
- Schedule, supervise, debrief, and evaluate students in clinical, internships, observations, field experiences, or other similar settings as appropriate for the course or program.
- Participate in course and/or program level assessment including development of learning outcomes and measures, evaluating student performance, and recommending improvement measures.
- Assist in conducting program review; plan, develop, and implement activities in support of the Higher Learning Commission, or other agency, accreditation guidelines with regard to student academic achievement (assessment) and their success on outcomes (institutional effectiveness).
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns, and problems.
- Ability to communicate and facilitate learning effectively and work collaboratively students, staff, and colleagues.
- Comply with the Missouri State EMS Bureau regulations.

**B. SERVICE TO THE COLLEGE**

- Knowledge of College instructional policies and procedures
- Maintain seven (7) office hours per week (as approved) for the purpose of assisting and mentoring students.
- Mentor students; provide assistance to the students regarding current information on degrees or certificates in their educational program; refer students, when appropriate, to specialized resource services within the College.
- Participate in and develop efforts to recruit and retain students, and/or job placement or transfer placement.
- Attend all departmental, divisional, or other college-wide meetings where appropriate or required.

- Serve on College and/or faculty standing committees, ad hoc committees, advisory boards, or as a student organization leader.
- Mentor and assist in orienting new faculty, either formally or informally where appropriate or required by the Dean or CAO.
- Comply with federal regulations including: the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).
- Maintain a high level of professional ethics with the ability to interact effectively with diverse student populations.
- Attend commencement as required.

**C. FACULTY DEVELOPMENT**

- Participate in summative and formative faculty evaluation processes.
- Remain current in academic and/or program discipline, including maintaining licensure, certification, or continuing education requirements where appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

**ADDITIONAL DUTIES / FUNCTIONS:**

- Compliance with Missouri State Board of EMS minimum standards.
- Ongoing systematic development, implementation, and evaluation of the total program in relation to philosophy and mission and graduate competencies.
- Provide input on program related policies regarding recruitment, admission, retention, promotion, and graduation of students.
- Maintain clinical and educational competencies in areas of instructional responsibilities. Professional competence activities may include EMS practice, continuing education, writing for publication, and/or participation in professional associations; evidence of ongoing professional competence related to specialty area instruction shall be maintained.
- Maintain confidential student records in compliance with ECC Board Policy.
- Maintain clinical and educational competencies in area of instruction.

**PHYSICAL DEMANDS and WORKING ENVIRONMENT:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.

**Environment:** Work is performed primarily in a classroom, laboratory, or outdoor environment with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 10 lbs. The ability to meet the Missouri State EMS Bureau and the National Registry physical requirements with reasonable accommodations if necessary.

**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.

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Employee Signature

Date

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