

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: PROGRAM DIRECTOR – EMERGENCY MEDICAL TECHNICIAN,
PARAMEDIC AND FIRE SCIENCE**

SUMMARY DESCRIPTION

Under the direction and leadership of the Dean of the Higher Education Center at Otay Mesa, plan, coordinate and direct the activities and operations of the EMT, Paramedic and Fire Science programs; coordinate with the faculty and staff to ensure successful implementation of the programs in accordance with the District and accrediting agency guidelines; serve as liaison between the programs and county, statewide and federal agencies; and supervise and evaluate assigned academic and classified staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, coordinate and direct the day-to-day operations of the assigned programs; perform a full range of general administrative responsibilities. **E**
2. Provide leadership in the development and implementation of goals, objectives, policies and priorities of the assigned programs; develop plans for implementation of programs in cooperation with the faculty, Advisory Committees, county, statewide and federal agencies, as well as other members of the faculty and administration; participate in long-range planning activities. **E**
3. Evaluate the effectiveness of the assigned programs; develop plans for improvement as needed; consult with faculty, teaching assistants, and administrators of support services programs to assist in improving delivery of services to students; plan and coordinate activities related to student retention and student success. **E**
4. Maintain adequate tracking and record keeping of program and student performance and outcomes; direct and participate in the preparation of a variety of statistical and narrative reports. **E**
5. Oversee and participate in the development and administration of the assigned program budgets; participate in the forecast of funds; monitor and approve expenditures; implement adjustments; provide leadership in seeking additional funding sources. **E**
6. Participate in the selection, training, supervision and evaluation of assigned faculty and staff; plan, direct and coordinate the work of assigned faculty and staff; provide or coordinate training of assigned faculty and staff; supervise and evaluate assigned faculty and staff in accordance with District policy. **E**
7. Recommend scheduling of classes and faculty assignments to ensure that they are within program budget and district personnel policies. **E**
8. Lead faculty in curriculum planning and development; promote faculty mentoring of students; promote faculty involvement in program activities. **E**
9. Provide leadership to assigned program faculty and staff to promote cross-discipline integration of concepts, program collaboration and leveraging of resources; coordinate and participate in the development of new related programs (credit, fee-based, contract education, etc). **E**

10. Oversee program accreditations and assure compliance with accreditation standards; prepare accreditation reports; coordinate accreditation site visits; serve as liaison between the assigned programs and their accrediting agencies. *E*
11. Interact with community partners on behalf of the programs and students (e.g. hospitals, ambulance providers, fire departments, etc.); initiate and maintain a variety of contractual agreements with current and prospective partner agencies. *E*
12. Attend and participate in professional meetings relevant to the assigned programs; stay abreast of trends and innovations in the assigned fields. *E*
13. Represent the assigned programs to other departments and to outside agencies. *E*
14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Organizational, operational, and structural functions of postsecondary institutions.
Operations, services, and activities of EMT, Paramedic and Fire Science programs.
Principles and practices of program development, administration, and review.
Pertinent Federal, State, and local rules, regulations, guidelines and accreditation standards.
District policies and procedures.
Principles and practices of leadership and management.
Principles and practices of supervision, training, and performance evaluation.
Principles and practices of budget preparation and administration.
Information and research resources available related to areas of assignment.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Public relations principles and techniques.
Interpersonal skills using tact, patience, and courtesy.
Modern office procedures, methods and equipment including computers and applicable software.

Ability to:

Manage, direct and provide effective leadership for the assigned programs.
Oversee and participate in the development and implementation of policies, procedures, goals and objectives of the assigned programs.
Develop, coordinate and manage effective programs.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Ensure the academic integrity of the assigned programs.
Plan, organize, direct, and coordinate the work of assigned faculty and staff.
Select, train, supervise and evaluate assigned faculty and staff.
Analyze problems, identify alternative solutions, program consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present a variety of reports.
Prepare and administer operational budgets.
Interpret and apply applicable federal, state, and District policies, laws, and regulations.
Conduct meetings and serve on committees.
Work successfully with District faculty, administrators, and staff, as well as with current and prospective community partners.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Exercise critical and independent judgment.
Identify and respond to sensitive organizational issues, concerns and needs.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

A Master's degree in any academic area **OR** possession of a valid California Community College Supervisor Credential. A minimum of two (2) years experience in an administrative or management level position. In addition, licensed in the state of California as a physician, a registered nurse, or a paramedic **OR** a baccalaureate degree in a related health field or in education. A minimum of three (3) years of academic or clinical experience in pre-hospital care education within the last five (5) years. (CA Code of Regulations §100150).

DESIRED QUALIFICATIONS:

Experience in coordinating EMT, paramedic and/or fire science programs and services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with constant interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individual; frequent work in the community (visits and meetings with partner agencies, outreach activities outside of District locations).

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Human Resources