



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Director of Emergency Medical Technician Program

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Director of Emergency Medical Technician (EMT) program is responsible for providing leadership and program coordination to students and faculty for the purpose of maintaining an optimal learning and teaching environment. The faculty member assigned as director will work with the Dean of Academic Affairs, Nursing and Allied Health (NAH) to promote the stature of the academic program and to ensure regulatory compliance set by Hartnell College, Monterey County Emergency Medical Service Agency, the State of California, American Heart Association, and the National Registry of Emergency Medical Technicians.

Reports to: Dean of Academic Affairs, Nursing and Allied Health

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Assume a leadership role in activities related to EMT and Nursing and Allied Health.
2. Support the dean, staff, faculty, and students in all activities.
3. Coordinate and collaborate with clinical agencies to assure appropriate clinical placement for all emergency medical technician students and faculty.
4. Monitor compliance with clinical requirements for students, assigned faculty, and professional experts.
5. Participate in planning and executing college/community outreach activities.
6. Recruit, orient, and mentor proctors using standards established by the Monterey County Department of Health and the Monterey County Emergency Medical Service Agency.
7. Validate and submit EMT and Basic Life Support for Provider cards of completion for eligible students to the State of California.
8. With the dean, complete certification reports required by Hartnell College, the State of California Department of Consumer Affairs, the Monterey County Department of Health, and the Monterey County Emergency Medical Service Agency.
9. Communicate with liaisons from the American Heart Association, regulatory bodies, and professional organizations.
10. Assume responsibility for program planning and assessment (PPA) and student learning outcome (SLO) assessments.
11. Assure evaluation of all classes.

12. Clean, organize, order, and maintain supplies and equipment.
13. Coordinate procurement of educational materials with EMT and Health Services (HES) faculty.
14. Coordinate advisory group meetings and chair faculty-level meetings.
15. In collaboration with the dean, students, and faculty, identify areas of concern or in need of improvement and generate solutions.
16. Assist students with certification requirements and processes.
17. Collaborate with dean, faculty, and college curriculum committee when developing, implementing, evaluating, and/or modifying EMT and HES curricula.

DELIVERABLES EXPECTED:

1. EMT and BLS curricula oversight.
2. Clinical and field placements for students and faculty.
3. Completion of Monterey County Department of Health, Monterey County Emergency Medical Service Agency, and National Registry of Emergency Medical Technicians documents as directed.
4. Maintenance of student records required for clinical placements and certifications.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience in emergency medical technician education, administration, and faculty mentorship.
2. Completion of one of the following:
 - a. Training program that meets the US Department of Transportation/National Highway Traffic Safety Administration Guidelines for Educating EMS Instructors, such as The National Association of EMS Educators Course
 - b. State Fire Marshal Instructor 1A and 1B
 - c. National Fire Academy's Instructional Methodology
3. Knowledge of emergency medical technician and basic life support curriculum design, program review/evaluation processes, clinical and classroom education pedagogy, California and national certification regulations and processes.
4. Demonstrated ability to communicate effectively with administrators, faculty, staff, and students.
5. Demonstrated ability to prepare accurate statistical reports; program reviews, peer and student evaluations.

TERMS OF APPOINTMENT:

1. The initial term of assignment is two academic years, including summer sessions when scheduled. Continuation in assignment from one semester to the next is dependent on a showing of satisfactory performance and progress.
2. Assignment will commence in August 2019. Time commitment is expected to be 2-4 hours per week.
3. Compensation is an annual stipend of \$5,000.
4. Monthly time and effort reports submitted to the dean are required.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Tuesday, August 13, 2019, at 3:00 p.m.