

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	EMS - Advanced Coordinator/Instructor	FLSA status:	Exempt
-------------------	---------------------------------------	---------------------	--------

DEPARTMENT:	Allied Health Science	REPORTS TO:	Dean of Nursing & Health Sciences
--------------------	-----------------------	--------------------	-----------------------------------

Position summary: Under indirect supervision, this position reports to the Dean of Nursing and Health Sciences and is responsible for the total program including planning, organizing, and developing of the Emergency Medical Services Training program.

Position responsibilities:

- Responsible for the management and administration of the program including, planning, evaluating, budgeting, and assisting with the selection of faculty and staff.
- Responsible for the development of the educational program, including fieldwork experience.
- Responsible for the development of selection criteria for students and student selection.
- Responsible for the supervision and performance evaluation of faculty and staff.
- Responsible for the communication and coordination of department activities with other departments within the College and community agencies.
- Responsible for the planning, ordering, storage, maintenance and distribution of departmental supplies and equipment.
- Responsible for the communication of faculty and student concerns, and program related issues to the Dean of Health Sciences.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Performs all other duties as assigned.

Minimum Position Requirements:

- Associate's degree in related discipline required and must be working on 15 semester credit hours toward a Bachelor's degree until achieved.
- A minimum of five years experience directly related to the duties and responsibilities specified required.
- Must hold a Texas Department of State Health Services Paramedic certification.
- Must possess TDSHS instructor certification.
- Must have a valid Texas driver's license.
- Must have all required immunizations up to date.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to engage and motivate others toward common goals.
- Ability to train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work independently and coordinate multiple, simultaneous projects and tasks.
- Ability to work with a diverse team in a fast-paced environment.
- Must have strong computer skills and the ability to prepare departmental budgets.

Physical Demands and Work Environment:

- Work is normally performed in a clinical setting.
- Some physical effort required; the employee must occasionally lift and/or move up to 100 pounds.
- Some exposure to physical risk.