

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Chair/Instructor of Emergency Medical Sciences	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Emergency Medical Sciences	<b>REPORTS TO:</b>	Dean of Career and Technical Programs
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**Position summary:** Under indirect supervision, this position is responsible for the Emergency Medical Sciences Department including the EMT and Paramedic programs. This position reports directly to the Dean of Career and Technical Programs keeping him/her abreast of all planning, organizing, staff and development of Panola College's EMS programs.

**Position responsibilities:**

- Serve as liaison between the Dean and the Faculty within the department
- Coordinate regularly with the Medical Director concerning student progress, course, and program updates.
- Position also required to teach classes within the program
- Maintain program accreditation with Texas Department of State Health Services (DSHS)
- Maintain program accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Serve as the designated infection control officer for the EMS programs
- Demonstrate excellence in instruction, evaluate faculty, and encourage professional development as needed
- Conduct regular department meetings and record minutes
- Develop annual department budget request with input from faculty
- Manage approved department budget with appropriate documentation
- Coordinate advisory committee membership, committee meetings, and communication with committee regarding program updates
- Assist the EMS Clinical Coordinator with orientation, training, and supervision of clinical and capstone field internship preceptors and clinical/field site visits.
- Recruit, screen, and facilitate employment of qualified faculty (full-time and adjunct) as needed
- Assist in recruitment, advisement and registration of students
- Prepare course schedules each semester and update syllabi annually; Coordinate syllabi, course content, and collect IE data for all department courses (i.e.. PLO's, Core Assessment, or Capstone) across all campuses
- Assist in adoption of textbooks each semester to be approved by Dean
- Assign faculty workloads and submit paperwork for overloads and adjunct pay to Dean
- Manage classrooms, labs, and facilities to ensure students' learning needs are met
- Promote the programs through participation in area and community events as well as press releases
- Develop the curriculum and continue curriculum revisions of the programs so student training and skill development meets employer need
- Assist faculty in resolving Level I appeals and complaints
- Ensure all department information (brochures, website, catalog, handbook, etc.) is current and consistent
- Conduct all aspects of annual department Institutional Effectiveness (assessment, planning, data collection, analysis, reflection, evaluation, new plan and all documentation)
- Provide reports such as Technical Review, Gainful Employment, SACS, etc. in a timely manner
- Serve on college committees as assigned and recommend department faculty for committees
- Perform other functions consistent with a chair's responsibilities when requested by Administration
- Actively participate in related consortia, partnerships, organizations, etc.
- Support the philosophy and mission of the College
- Perform all other duties as assigned

**Position Requirements:**

- Degree/Certification Requirements: Bachelor's degree with a minimum of five years' experience in EMS; Texas DSHS Paramedic certification; Texas DSHS instructor certification; valid Texas driver's license; required immunizations; Texas DSHS Advanced Coordinator Certification; Texas infection control officer certification
- Instructional experience in higher education; three years' supervisory experience preferred
- Strong organizational skills, commitment to the teaching profession, and enthusiasm for the mission of community college

**Knowledge, Skills, and Abilities Required:**

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed
- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar
- Ability to apply learning theory: motivational, perceptual, and emotional forces present in the learning process and the conditions which influence learning
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

**Physical Demands of Work Environment:**

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 100 pounds
- No or very limited exposure to physical risk
- Some travel required