

POSITION: Program Manager – EMS Training Director

SALARY: \$57,388 **Grade:** C51

This is an exempt position as defined under the Fair Labor Standards Act.

HOURS: 37.5 hours per week, 12 months per year

JOB NUMBER: 08048LAS3

CLOSING DATE: Open Until Filled – (Applications will be reviewed as received)

CONTACT: Leticia Anduaga, E-mail Address: LAnduaga@pima.edu

POSITION SUMMARY: The Public Safety & Emergency Services Institute (PSESI) is a department within Pima College that focuses on an array of public safety training offerings. Included in this are training in the arenas of emergency medical services, fire science, and law enforcement. The EMS Training Director will serve as the lead for all of the EMS related training programs. This individual will play a critical role in the development and compliance of budgets, as well as the management and staffing of the EMS programs. Please see below for additional duties, responsibilities and requirements of the job.

DUTIES and RESPONSIBILITIES:

Primary duties are to manage and supervise all Emergency Medical Services (EMS) training conducted by the Public Safety and Emergency Services Institute (PSESI) and to serve as the EMS Training Director for the PSESI's Advanced Life Support (ALS) and Basic Life Support (BLS) Certificates held with the Arizona Department of Health Services (ADHS). Additional duties and responsibilities include, but are not limited to:

1. Fiscal budgeting, contract negotiation, conferencing with students regarding academic success;
2. Evaluating student performance;
3. Providing academic advising;
4. Evaluating and revising course outlines, course materials, and instructional methods;
5. Participating in curriculum design;
6. Building community relations;
7. Developing the program at the campus and the College;
8. Maintaining competency and currency in the discipline taught as well as in teaching strategies and assessment methods;
9. Mentoring both teaching and office staff;
10. Maintaining compliance with rules and regulations of ADHS and other professional duties as assigned

QUALIFICATIONS:

Knowledge of:

The EMS Training Director is expected to know the current issues, trends, advances, research, and practices impacting the field of Emergency Medical Technology and State of Arizona requirements for EMT persons. The EMS Training Director will be expected to teach a broad range of courses in the discipline or subject area and may be asked to use a wide range of delivery systems, such as lecture, lecture/lab, self-paced, independent or individualized instruction, internet, flex, open-entry/open-exit, and other alternatives. The ideal candidate will have knowledge of the following:

- Student learning styles;
- Assessment instruments and their interpretation;
- Evaluation of a student's educational progress; and
- Techniques for academic advising.

Ability to: Per ADHS requirements, the EMS Training Director responsibilities include, but are not limited to:

- Manage the day-to-day operation of the course* session;
- Manage and evaluate the course session lead instructor and all preceptors providing clinical training or field training;
- Ensure that policies and procedures established for the course pursuant to R9-25-313 are followed;
- Ensure that true and accurate records for each student enrolled in the course session are kept pursuant to R9-25-315;
- Ensure that a refresher challenge exam is administered & graded pursuant to the requirements established in R9-25-306 or R9-25-309;
- Ensure that a student is assisted in making reservations to take NREMT written examinations required for NREMT registration;
- Ensure that a student is assisted in completing application forms required for NREMT registration;
- Ensure that a student is assisted in completing application forms required for certification in this state;
- Ensure that forms required pursuant to R9-25-316(B) or (C) are completed and submitted to the Department;
- For a student who completes a course, issue a certificate of completion.

* The term "course" refers to all ADHS monitored and approved training programs and all College courses included therein; as well as, other EMS courses offered by the PSESI that are not ADHS monitored or approved.

Experience, Education and Licensing: Applicant is required to be either:

1. A physician with at least five years emergency medical services experience as a physician, or;

Please see other side for more information

2. A doctor of allopathic medicine or osteopathic medicine licensed in another state or jurisdiction with at least five years emergency medical services experience as a doctor of allopathic medicine or osteopathic medicine, or;
3. A registered nurse licensed under A.R.S. Title 32, Chapter 15 or licensed in another state or jurisdiction with at least five years emergency medical services experience as a registered nurse, or;
4. A physician's assistant licensed under A.R.S. Title 32, Chapter 25 or licensed in another state or jurisdiction with at least five years emergency medical services experience as a physician's assistant, or;
5. An EMT-P with at least five years experience as an EMT-P.

PREFERRED QUALIFICATIONS:

1. Completion of the following courses:
 - a) An approved Instructor Strategies Course (ISC) or equivalent; and
 - b) An approved National Registry Evaluators Course; and
 - c) Any/all of the following:
 - I. Cardiopulmonary Resuscitation (CPR)
 - II. Advanced Cardiac Life Support (ACLS)
 - III. Pediatric Advanced Life Support (PALS)
 - IV. Pediatric education for Prehospital Providers (PEPP)
 - V. Advanced Medical Life Support (AMLS)
 - VI. Prehospital Trauma Life Support (PHTLS)
2. Completion of a Bachelor degree or higher.
3. Arizona State and National Registry of EMT-Paramedic certification.

METHOD OF EVALUATION: Applicants who submit complete application packets (required application materials are listed in the "How to Apply" section below) will be evaluated on their possession of the knowledge, skills, abilities, and attributes that have been identified as important to successful performance in the position.

OTHER INFORMATION: This position may work various shifts, and may occasionally include weekends and holidays.

HOW TO APPLY: Interested applicants must submit the following materials to Human Resources Department, District Office, Building D, location code 1180:

1. Completed "Pima Community College Application for Employment – Staff Position". Do not say, "See résumé" in lieu of a completed application.
2. Updated and comprehensive résumé.
3. Letter of interest describing your knowledge, skills, abilities and experience as related to the duties and responsibilities of the position, as well as the strengths you would bring to this assignment.

In addition:

- Applicants with disabilities may request that special accommodations be made to complete the selection process. To request a reasonable accommodation, a minimum of 5 working days' advance notice is requested. Contact (520) 206-4624.
- Applications will not be considered complete until all of the items listed under "How to Apply" have been received by District Human Resources office by 4:45 p.m. MST on the closing date.
- Incomplete, illegible, or late application materials will not be considered.
- The College reserves the right to interview only those applicants deemed most qualified.
- Candidates are responsible for their own travel expenses at any stage of the screening process.
- Legible photocopies of the application form will be accepted with an original signature and current date.
- Credentials for post-secondary education will be checked. The successful candidate may be required to provide official transcripts.
- Employment is contingent upon approval by the Board of Governors and subject to successful completion of a probation period.
- Applications for this position may be used for future position vacancies.
- Application and complete job announcement may be downloaded at www.pima.edu/pimajobs.

**Pima County Community College District
Human Resources, Employment Office
4905D East Broadway, Suite 102
Tucson, AZ 85709-1180**

Toll Free 1-877-PIMAJOB; Phone (520) 206-4624; TTY (520) 206-4852; FAX (520) 206-4662;

Web Address: <http://www.pima.edu/pimajobs>

Office hours are Monday through Friday, between 8:15 a.m. and 4:45 p.m. Mountain Standard Time.

Application materials may also be obtained from the Business Office at each campus.

Affirmative Action/Equal Opportunity Employer