
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Administrator/Instructor of EMS/Fire Training

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. The college offers more than 25 occupational and liberal arts curriculum programs along with numerous Workforce and Continuing Education programs and courses to meet the needs of employers and the community. SCC serves an annual full-time equivalent enrollment of approximately 2,400 students in curriculum and continuing education programs. It emphasizes quality in designing and delivering instructional, support, and community services. The college's motto is "Succeeding Together" whereby the college commits to working with students, employers, the community, and each other to enable each individual to achieve their success.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington, the beaches of Southeast North Carolina, and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Education Bachelor's Degree and NCOEMS Level II Paramedic Instructor credential
2. Current North Carolina Paramedic certification with 5 years active Paramedic experience
3. 3 years teaching experience as a NCOEMS Level II Paramedic Instructor
4. Possess or obtain within one year of employment BLS, ITLS/PHTLS, ACLS, and PALS certifications
5. 3 years of experience in EMS and/or Fire leadership, training, and/or supervision
6. Knowledge of NCOEMS/NCOSFM guidelines and/or training protocols
7. Knowledge of and ability to use office management software
8. Ability to develop and supervise online and hybrid classes
9. Excellent written, oral, and interpersonal communication skills
10. Willingness to be a team player
11. An understanding of and commitment to the comprehensive community college philosophy and mission

Purpose and Function of the Position

Under the general supervision of the Director of Public Safety Education, the Administrator/Instructor of EMS/Fire Training is responsible for organizing, implementing, and administering the EMS/Fire Training programs. Primary duties and responsibilities include the development, delivery, and administration of the College's EMS/Fire/CPR course offerings in Columbus County. In order to accomplish the objectives of the position, the Administrator/Instructor of EMS/Fire Training performs the following functions:

1. Maintain Paramedic Certification level through NCOEMS.
2. Maintain NCOEMS Level II Paramedic Instructor credential.
3. Maintain CPR Instructor Trainer Certification from national organization.
4. Serve as liaison with Columbus County Emergency Services to include attendance at scheduled meetings.
5. Coordinate EMR through Paramedic classes and instruct as needed.
6. Coordinate and conduct specialized EMS (CPR, ITLS/PHTLS, ACLS, PALS, etc.) training programs.

7. Coordinate the development and administration of the College's Emergency Medical Services education plan.
8. Become familiar with the Columbus County EMS Plan.
9. Develop training programs/plans and schedules according to NCOEMS/NCOSFM guidelines.
10. Ensure EMS/Fire programs are in full compliance with the requirements for accreditation, certification, and other standards as stipulated by NCCCS, NCOEMS, NCOSFM, and other relevant governing agencies.
11. Recruit, interview, hire and orient appropriately credentialed instructors for the EMS/Fire programs.
12. Submit all hiring documents and verification of credentials for all EMS/Fire instructors within the college's established timeframe.
13. Monitor and review instructor records for accuracy and completeness.
14. Develop and coordinate professional development training activities for all instructors.
15. Prepare a master course schedule each semester that meets the needs of the EMS/Fire programs and the students.
16. Manage the distribution of classroom resources.
17. Design and implement a student recruitment and retention plan.
18. Maintain student records and monitor student progress to ensure compliance with NCOEMS, NCOSFM and NCCCS.
19. Review and evaluate instructional results to improve instructional programs and to meet required NCCCS, NCOEMS, and other governing agency performance standards.
20. Evaluate course materials and instructor effectiveness to ensure course content is delivered utilizing appropriate methodologies,
21. Keep current on subject matter and teaching methodologies.
22. Coordinate remediation activities to help students succeed in the EMS/Fire programs; refer students to other supportive services when necessary.
23. Develop and/or up-date contracts, agreements, and placement options for required EMS clinical activities and field experiences.
24. Review, coordinate, and approve EMS preceptor duties for instructors.
25. Instruct initial and re-certification EMS classes as needed.
26. Instruct and evaluate students based on course objectives as needed.
27. Establish an active SCC EMS/Fire Training advisory committee(s).
28. Willingness to participate in professional development activities.
29. Serve on college committees as needed.
30. Work collaboratively with Columbus County Emergency Services staff and Columbus County Chiefs/Training Officers to evaluate continuing education topics/hours, certify and recertify EMS credentials in Columbus County.
31. Serve as the educational liaison for Columbus County EMS/Fire committees.
32. Work collaboratively with the Program/County Medical Director to ensure all EMS program and county guidelines are met.
33. Represent SCC at local, regional and state EMS/Fire meetings.
34. Become familiar with COAEMSP/CAAHEP and participate in activities necessary to attain program accreditation.
35. Submit required book, material, and supply orders for EMS/Fire courses, inventory departmental equipment and supplies as needed.
36. Provide input on development of annual program budget.
37. Perform other duties as assigned by Director of Public Safety Education and/or Vice President of Workforce and Community Development.

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market. This position is to be filled no later than **August 15, 2019**.

A completed Southeastern Community College application, a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 5:00 p.m. on Tuesday, July 16, 2019. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P. O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310.