

Position Description

Instructional Faculty

Clark State Community College

Instructional Faculty **Classification**

Instructional Faculty **Position Title**

Emergency Medical Services Program Coordinator Position

Salary and rank are commensurate with qualifications and experience, salary range for instructor level faculty is \$36,204.00 - \$54,304.00.

A full-time, 9 month Emergency Medical Services Program Coordinator position is available beginning August 14, 2020 for the 2020-2021 academic year. A bachelor's degree is required with a master's degree preferred. The college is seeking applicants with knowledge/coursework in academic training and preparation related to emergency medical services at least equivalent to that of a paramedic. Must be Knowledgeable about methods of instruction, testing, and evaluation of students.

Coordinator Responsibilities include:

- Manage curriculum and advise students
- Coordinate program review and accreditation/state approval
- Program promotion and recruitment of students
- Develop class schedules
- Manage budget
- Recruit and support adjunct faculty
- Facilitate advisory committee

Applicants should submit copies of transcripts documenting graduate work completed along with other requested documents.

The successful candidate will use a learner-centered approach to teaching that incorporates active learning strategies and technology to enhance student learning. Primary duties include on-ground and online classroom teaching; and participation in college-wide initiatives.

Salary and rank are commensurate with qualifications and experience. The successful candidate must possess strong interpersonal and technology skills, ability to work in teams, and flexibility to teach day, evening, or Saturday hours and at the College's campuses in Springfield and Bellefontaine, OH as needed. Position reports to the Dean of Health, Human, and Public Services and is located at the Springfield campus. Position will remain open until filled.

To apply for this position, please submit a cover letter and resume/vitae formatted in PDF or Microsoft Word to jobs@clarkstate.edu. Reference the position title in the first line of the cover letter.

Teaching/Learning 45-80%

Successful teaching in a learner-centered environment requires knowledge as well as the ability to design, implement, manage and assess courses taught in a variety of instructional modes. Each faculty member is required to:

- Demonstrate knowledge and skills in his/her subject area(s)
- Use instructional and discipline specific technology
- Design courses that effectively meet student and curricular needs
- Accommodate students with varying backgrounds and learning styles
- Develop and use syllabi within College/Division guidelines
- Deliver course content successfully
- Participate in the assessment of student learning and program review
- Manage courses such that students receive regular feedback and college reports are submitted in a timely fashion
- Meet all classes or provide alternatives
- Provide external support for students through office hours and cooperation with student services offices
- Maintain professional relationships with students

Professional Growth 10-30%

As a professional educator, the faculty member shall continue to grow and develop as an educator and as a member of his/her profession through formal and/or informal activities, which increase knowledge and enhance teaching ability.

Service to the College and Community 10-30%

As a member of a learning community, faculty members are expected to contribute to the life of the College. Their activities advance the goals and image of one's program, division, and the College as a whole.

All faculty are required to:

- Participate in scheduled institutional meetings and activities
- Participate in program and College accreditation, curriculum development, and program assessment
- Assist in the formulation of division objectives and goals
- Serve on at least one faculty or All-College Committee annually (after the first year of hire)
- Teach courses at a variety of times and locations in response to student and institutional need
- Participate in student and/or community activities that foster goodwill and promote the mission of the College
- Assist in the articulation of courses and programs with secondary and post-secondary institutions
- Maintain collegial relationships with other college personnel

In short, faculty members' jobs are varied, and change based on the individual needs of each program.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly required to stand and sit; use hands to touch, handle, or feel; reach with hands and arms, and talk and hear. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and far vision and ability to adjust focus.