



Job Description

Job Title: Director – Emergency Medical Service/Technician Program JTC: AQC

Salary Range: E03

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) years of experience in related field. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for achieving program-related educational goals and objectives and ensuring program compliance is maintained through all required local, state and federal agencies and commissions. Required leadership and management in both academic and workforce areas and includes meeting student retention goals; directing and participating in educational planning; program organization, staff, training, evaluating program faculty and student performance and motivating and advising the student(s).

Recruits qualified part-time faculty for the program, review credentials for compliance with SACS and confirm hiring decisions with the Executive Dean Health, and Legal, and other College Administration. Leads the full-time faculty in the division in curriculum development and instructional advancement in the field of Emergency Medical Services (EMS). Assess the instructional needs of the students in the program and facilitate the development of a plan to address these needs.

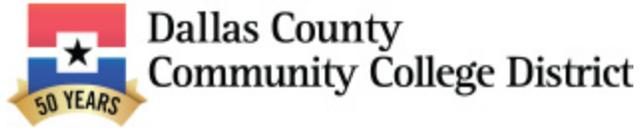
Maintains a solid working relationship with colleagues, faculty, and students, and work together with clinical instructors of off-campus instructional sites. Maintains national and state program accreditation including preparation for site visits, annual report and meeting completion standards. Works closely and effectively with the program team, college leadership, and external program partners to ensure high-quality delivery of the program.

Coordinate the annual core curriculum evaluations of the program, assessment of institutional effectiveness and prepare reports. Extensive experience in leading the process of ongoing strategic planning. Ability to establish priorities, oversees progress towards goals, track details, and understand data analysis.

Provides a clear understanding of the mission and goals of the organization and makes recommendations for changes and improvements. Confident in communicating to groups using the appropriate resources, materials and follows safety guidelines, rules and regulations. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position.



Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.