GENERAL FUNCTION:
Under limited supervision, provides leadership and direction of the Emergency Medical Science programs. This position reports to the Chair of Nursing and Allied Health. The Director of Emergency Medical Science is responsible for providing vision, direction and oversight of all activities within the department, including continuing education. The position provides classroom and lab instruction.

ESSENTIAL DUTIES:
- Directs and instructs in the curriculum EMS program
- Develops educational programs to achieve the institution's objectives and to meet the standards established by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the North Carolina Office of Emergency Medical Services
- Maintains and updates affiliation agreements and processes to ensure all students and faculty meet credentialing requirements for each agency assigned
- Guides faculty in the development of the EMS curriculum design to maintain currency and rigor and to fully implement and evaluate student learning outcomes and overall program outcomes
- Analyzes, evaluates, revises and maintains an educational program consistent with current EMS policies
- Provides collaborative leadership, guidance and direction for the assigned program
- Fosters a collegial relationship among colleagues and partners
- Provides leadership for planning, developing, implementing and evaluating programs of study while ensuring accreditation and compliance mandates are met
- Supports the student access, success and completion agenda
- Actively represent assigned programs in the College's planning, decision-making, and budget development and management processes
- Develops a comprehensive departmental strategic plan aligned with the college planning timeline to include program reviews
- Evaluates program, course and student learning outcomes
- Ability and willingness to teach assigned course load which may include lecture and lab
- Collaborates with Continuing Education to identify initiatives that support the success of assigned programs
- Identify new programs and course offerings
- Recruits, hire, orient, and provide success plans for direct reports, faculty and staff
- Partner with senior institutions to create and sustain articulation agreements and bridge programs
- Liaison with community partners, schools and peer institutions to meet their needs and strengthen assigned programs
- Provides leadership to the EMS Advisory Committee
- Coordinates and allocate resources through the budgeting process and ensure monthly balanced budgets
- Participates in various committee assignments
- Identify grant opportunities that advance instruction, director/faculty professional development, new technologies, innovations, and student learning initiative.
- Perform other tasks as assigned

MINIMUM REQUIREMENTS:
• Bachelor’s degree; Master’s preferred
• North Carolina Office of EMS Paramedic certification or National Registry Paramedic certification
• North Carolina credentialed Level II EMS Instructor at the Paramedic level
• Five years full-time field experience as a paramedic in the delivery of out-of-hospital emergency care
• Two years of full-time experience as an instructor in an EMS program in a post-secondary institution.
• Two years of full-time supervisory and leadership experience
• Knowledge of and experience with current versions of the National EMS Scope of Practice and National EMS Education Standards
• Knowledge of and experience with national accreditation for EMS programs.
• Skilled in the use of office and classroom/lab technologies.
• Ability to work effectively and collegially with colleagues.
• Excellent oral and written communication skills.

SUPERVISORY RESPONSIBILITIES:
This position supervises full-time and part-time faculty and staff.

Salary range is based on Brunswick Community College scale and determined by the candidate's education and experience related to higher education. Work hours are Monday through Friday, 8:00 AM to 5:00 PM with evenings and weekends as needed. Selected individuals will retain faculty status during term of service. This position is subject to budget availability. A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and resume are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Telephone: 910.755.7300.

BCC is an EOE Employer.