



**POSITION TITLE:** Emergency Medicine Program Director

**POSITION #:** TBD

**POSITION STATUS:** Exempt

**FLSA STATUS:** Exempt

**REPORTS TO:** Dean of Instruction

**SUPERVISES:** Not Applicable

**POSITION SUMMARY:**

Trinidad State Junior College seeks an EMS Program Director. The director would have be over the EMS programs running on both the Trinidad and Alamosa campuses. This is a full-time, nine-month, permanent positions that report directly to the Dean of Instruction.

**Duties and responsibilities include, but are not limited to the following:**

- Assume the duties and responsibilities assigned by the Dean of Instruction over EMS;
- Be responsible for instruction of theory and practice in the classroom, lab, simulation, and clinical areas for the EMS Program for either campus;
- Comply with the responsibilities of CoAEMSP as they pertain to the paramedic program along with the responsibilities of CDPHE as they pertain to EMT, EMT-A, and Paramedic;
- Remain current with EMS regulations, knowledge and skills;
- Work in conjunction with the Dean of Instruction and the other EMS faculty from both Trinidad and Alamosa campuses to achieve a comprehensive program including hybrid learning;
- Be willing to provide service to the college and the EMS program through active participation of college committees, community outreach, and EMS leadership opportunities;
- Be available to at least 40 hours a week for teaching, clinical, labs, data collections for accreditation reports, and meetings. These hours can include weekends;
- the administration, organization, and supervision of the educational program,
- the continuous quality review and improvement of the educational program,
- long range planning and ongoing development of the program,
- the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program,
- cooperative involvement with the medical director,
- the orientation/training and supervision of clinical and field internship preceptors
- the effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.
- Other duties as assigned.

**Position Qualifications**

**Required:**

- possess a minimum of a Bachelor's degree
- have appropriate medical or allied health education, training, and experience,
- be knowledgeable about methods of instruction, testing and evaluation of students,
- have field experience in the delivery of out-of-hospital emergency care,
- have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic,
- be knowledgeable about the current versions of the National EMS Scope of Practice and National EMS Education Standards, and about evidenced-informed clinical practice.
- Must hold, or qualify for and obtain, a vocational teaching credential through the Colorado Community College and Occupational Education System;
- Must be agreeable to working with a diverse population and with all ranges of student abilities; and
- Must have a strong commitment and positive attitude toward Community College instruction.

**Preferred:**

- Experience in nursing education at the postsecondary level will be highly desirable;
- Ability to work in the evenings and on weekends; including overnight, out of town clinical site instruction;
- Ability to be a team player in a multi-site program; and

**SPECIAL REQUIREMENTS:**

The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

**SALARY:**

Salary is based on a full-time, 9-month contract (paid out over 12 months) with a range of pay between \$36,000-\$40,000 based on the successful candidate's experience, qualifications, and education. Excellent benefit package including health, dental, vision and retirement is available.

**Application Instructions**

*For consideration, an applicant must submit the following by the closing date:*

- A letter addressing the professional qualifications listed in the position description;
- A current curriculum vitae;
- Transcripts (of highest education attained; unofficial transcripts are acceptable until offer of employment is accepted); and
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements.

***IMPORTANT NOTE:***

- ***Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.***

**CLOSING DATE:**

Applications will be accepted until the position is filled. Formal screening of applications will begin immediately.

**SUBMIT ABOVE APPLICATION MATERIALS TO**

TSJC Search Committee, Emergency Medicine Program Director

ATTN: Human Resources

600 Prospect Street

Trinidad, CO 81082

Email: [yvette.atencio@trinidadstate.edu](mailto:yvette.atencio@trinidadstate.edu)

Fax: (719) 846-5067 (direct fax, does not require cover sheet)

**Inquiries**

LoriRae Hamilton, Dean of Instruction, Trinidad State Junior College – (719) 846-5524

Lynette Bates, Vice President of Academic Affairs, Trinidad State Junior College – (719) 846-5559.

**Notice of Non-Discrimination**

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. Individuals affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws"), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

### **Notice To All Applicants**

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

### **About Trinidad State Junior College**

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs. For more information about Trinidad State Junior College or the College's service area, please visit us online at [www.trinidadstate.edu](http://www.trinidadstate.edu).

Trinidad State Junior College, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), has compiled a comprehensive Campus Security Report. This report includes information about crime statistics from the previous three years, campus security policies as well as prevention programs. Published annually, this report can be found on the Trinidad State Junior College web site at: <http://www.trinidadstate.edu/security/index.html>. A paper copy is also available upon request by calling 719-846-5618.

### **TSJC Mission Statement**

Enriching our diverse communities by providing quality educational experiences and promoting lifelong learning.