



Classification Description

Job Title: Program Coordinator, EMS

Pay Grade: 118

Job Code: 3789

FLSA Status: Exempt*

Job Purpose

This is responsible, professional work in coordinating and implementing instruction and instructional support for the EMS program within the School of Health Professions. Work may be scheduled and performed at all FSW campuses. This position operates within a dual reporting structure: administratively reporting to the Director of Emergency Services for matters including leave requests, scheduling, office hours, and general administrative functions; while functionally reporting to the Program Manager for all education-related responsibilities including curriculum development, classroom guidance, instructional planning, and other academic matters.

General Responsibilities

Essential Functions

Teaches and prepares thoroughly for each didactic and hands-on/lab component of assigned course(s) or program, according to the National Emergency Medical Services Educational Standards curriculum, course syllabus, and other approved curricular materials.

Teaches course(s) in accordance with the campus class schedule, including the beginning and end of class, and all class breaks.

Completes and submits grade reports, attendance verification, and other specific reports that may be required by the College within deadlines established in the Academic Calendar for faculty.

Enforces all classroom management policies and processes, including attendance taking and program-related dress code.

Conducts one-on-one student advisements, course-specific student academic remediation, and student coaching/tutoring.

Communicates with the Director and Program Manager of EMS regarding students at risk.

Develops and implements student-centered and student-engaging classroom activities and methods of teaching and learning. Assists with ongoing course changes, updates, and developments.

PROGRAM COORDINATOR, EMS

Contributes additional instructional support services, as assigned.

Ensures all students receive adequate programmatic and technical instruction, exposure, and experience.

Collaborates with Director and Program Manager to supervise and coordinate schedules of instructors, adjunct faculty, and clinical associates within the program; provides guidance and direction to assigned instructors, adjunct faculty, and clinical associates for proper evaluative and instructional techniques.

Develops and maintains student records in alignment with accreditation and state standards.

Participates actively in assigned program curriculum planning and development within accreditation guidelines.

Supervises the evaluation of student performance in the cognitive, affective, and psychomotor domains of learning; communicates regularly with the Program Manager and Director regarding student performance and curriculum issues.

Participates in admission selection efforts.

Cooperates with supervisor to maintain inventory of appropriate supplies, forms, equipment, etc.

Participates in departmental, committee, and other College meetings; attends local, state, and regional meetings to support the development of assigned programs.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills, and Abilities

Minimum Qualifications

Baccalaureate degree from a regionally accredited institution of higher education.

Current Florida Paramedic licensure in good standing.

Four (4) years of field-level provider experience in the prehospital environment with an Advanced Life Support (ALS) provider.

Must have at least two (2) years of teaching experience in EMS education.

PROGRAM COORDINATOR, EMS

Ability to independently travel to all FSW campuses in Lee, Charlotte, and Collier counties and other locations for College business.

A demonstrated in-depth knowledge of the subject area to be taught.

Demonstrated experience using instructional technology, computers, and software applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.

PROGRAM COORDINATOR, EMS

- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

*Part-time Program Coordinator, EMS positions whose salary does not meet or exceed the FLSA salary threshold of \$43,888 are classified as non-exempt.

Approved: June 22, 2018. Revised: October 21, 2022, January 4, 2023(r), July 1, 2023, September 20, 2023, July 1, 2024, and October 29, 2024..