### General Description of the Job

The assistant professor/program manager for Emergency Medical Services (EMS) is responsible for teaching and coordinating classes in EMS consisting primarily of courses needed for the Emergency Medical Technician certification, and including clinicals. Additionally, the program manager duties include providing clear direction for the program, its faculty and its students; recruiting and advising students; recruiting, mentoring, and evaluating adjunct faculty; seeking input from local businesses; and, serving as liaison for the continuing education program.

### Essential Functions

The following are the functions essential to performing this job.

1. Facilitate Student Learning.
2. Prepare, deliver, and assess learning activities that are consistent with Core Learning Outcomes.
3. Provide instruction using discipline-specific technology, educational standards of delivery, and a variety of methods of instruction.
4. Improve student learning by keeping abreast of advances in pedagogy.
5. Participate in review of curriculum process.
6. Actively engage students in critical thinking, meta-cognitive processes and interpersonal workplace skills.
7. Cultivate open-minded inquiry.
9. Promote cooperation and mutual respect among students.
10. Infuse multicultural and diverse perspectives into the instructional process as appropriate and conduct classes in a manner that demonstrates respect for individual and cultural differences.
11. Provide Service to the College and Community.
12. Serve on College and campus-wide committees.
13. Participate in departmental meetings.
14. Engage in activities which enhance the College’s relationship to the community.
15. Participate in professional organizations.
17. Mentor new and junior faculty members.
18. Participate in Professional Development.
19. Seek out current developments and information within discipline.
20. Identify and implement, as appropriate, innovative pedagogical practices.
21. Strive to understand and use technology as it applies to pedagogical standards of delivery within the discipline, and as it is appropriate for the student population.
22. Apply technology or other skills to tasks designated by the administration and professional development opportunities.

### Other Expectations

1. Provide instruction in such courses, weekdays or evenings, as assigned by the Provost or Saturdays/Sundays by mutual agreement.
2. Undertake the normal teaching load of 30 credit hours within each ten month contract year, August 1st through May 31st.
3. Support the stated mission, policies, and procedures of Frederick Community College.
4. Serve timely notice if unable to attend class or scheduled meetings.
5. Submit syllabi, textbook orders, instructional materials, and grades as requested.
6. File and update personnel forms required for employment.
7. Post and maintain scheduled office hours as required.
8. Attend Commencement, Convocations, and meetings of the faculty called by supervisors.
9. Perform other duties as assigned.
Required Knowledge, Skills, and Abilities
The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:
1. Demonstration of knowledge and skills required to teach the Core Learning Outcomes of the assigned course(s).
2. Experience and/or strong interest in using internet technology to enhance learning.

Qualification Standards (Specific to this faculty assignment)
1. Associate Degree in EMS or a related field.

Preferred Qualifications
1. Bachelor’s Degree in EMS or a related field.
2. EMT/Paramedic certification
3. Teaching or industry experience.
4. Curriculum development work.
5. Supervisory experience.

Performance Standards
The criteria for evaluation in this position include, but are not limited to, the following:
1. Supervisor or supervisor’s designee performance feedback (teaching observation and/or student evaluation review).
2. Peer evaluation process.
3. Student evaluations.
4. Essential functions of the job description.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.