



Kiamichi Technology Centers
Director of Emergency Medical Services

This position reports to the deputy superintendent and is assigned the responsibility for providing supervision, coordination and support to the Emergency Medical Service Programs in the KTC district and distance education sites to ensure compliance within the requirements of OSDH-EMS and policies of KTC and the Oklahoma Department of Career & Technology Education. This will include, but not limited to, developing positive relationships with campus/district staff and maintaining communication/information between administration, sponsoring agencies, EMS faculty and OSDH. The Director of Emergency Medical Services will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES: (Revised/Adopted: 12/09/2008)

Duties & responsibilities are not all inclusive but may include the following:

- Keep abreast of new developments in EMS education, such as current national curricula, national accreditation, national registration, and the requirements for state accreditation, certification and licensure through the attendance of conferences and/or workshops.
- Communicate the rules and regulations governing EMS Education and KTC policy to faculty, students, administration and clinical agencies.
- Be knowledgeable about methods of instruction, testing and evaluation of students and faculty.
- Assist staff in the development and communication of defined standards of conduct which encourage positive, productive and ethical behavior.
- Maintain OSDH-EMS, ODCTE and CoAEMSP licensing/accreditation requirements.
- Serve as Training Coordinator for the American Heart Association Training Center.
- Develop and implement training programs, as needed, for all levels EMT, short-term health programs and distance learning programs.
- Develop, organize, implement and evaluate curriculum and clinical experience for all programs.
- Direct and coordinate the development of course content, curriculum change, schedules, teaching outlines and equipment list.
- Supervise theoretical and clinical instruction and evaluate faculty effectiveness and teaching methods.
- Prepare reports and maintain records in compliance with KTC, ODCTE and OSDH-EMS policy, rules and regulations.
- Review, coordinate and initiate clinical cooperative agreements with healthcare/medical agencies.
- Develop and maintain policies involving faculty, students and the selection of students.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess strong communication skills, organizational skills, knowledge of EMS education programs, KTC policy and procedure and the ability to effectively present information and respond to questions from campus/district staff and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor Degree with 2 years experience working in EMS management and 2 years EMS experience as a field Paramedic in the delivery of out-of-hospital emergency care. Incumbents must be licensed as an EMT Paramedic with the National Registry of EMTs and the Oklahoma State Health Department, possess American Heart Association BLS, ACLS, and PALS Instructor certification and be, or able to obtain, approval as an EMS Instructor by OSDH-EMS.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some moderate to heavy lifting may be required.