We invite your application for this teaching position which offers the opportunity to participate in developing and implementing the philosophy and curriculum of the Emergency Medical Services (EMS) Program. The primary objective of the EMS Coordinator/Instructor position is to facilitate student learning through the development of courses that maximize student learning, prepare students to be effective practitioners, and enhance the experience for future EMS professionals. Additionally, the person in this position serves as the Program Director, and is responsible for oversight of the multiple aspects of a dynamic and ever-growing EMS program.

Napa Valley College
The college is a vital part of a community known for its cultural amenities and year-round mild climate. We are dedicated to providing quality programs and services that promote learning and enhance individual development. The college has a rich tradition of educating generations of Napa Valley residents. We serve more than 9,000 students at our main campus and at a satellite campus in St. Helena. We are small enough to maintain a nurturing atmosphere, yet large enough to implement innovative educational programs and activities. We are a place where students are “first and foremost” in all we do.

Our Faculty, Staff and Students
Napa Valley College has 90 full-time faculty positions and over 190 part-time faculty. More than 130 classified staff members and 32 administrators support our educational programs. We are a community of people excited about learning, and the college promotes and supports a spirit of teamwork. Attracting, nurturing, and celebrating diversity in staff and students is a college priority. We work with a diverse population of students from all socio-economic, cultural and educational backgrounds. This diversity is the real treasure of the educational experience at Napa Valley College. We value, model and encourage student success, honesty, creativity, integrity, adaptability, inclusivity, responsibility, openness to new ideas, respect for others, and health and wellness. We believe these values support the variety of learning abilities and life experiences present in the community college culture.

Responsibilities
Under direction of the Vice President of Instruction and the Dean of Health Occupations and Kinesiology/Athletics:

1) COORDINATING**:
- Serve as Program Director and provide total oversight and management of all aspects of courses offered under the EMS Programs including but not limited to: the administration, organization, supervision of the education program and program instructors; continuous quality review and improvement of the educational programs; long range planning and the ongoing development of the programs; program assessments; preparation and submission of accreditation and program documentation as needed;
- Coordinate, schedule, support, and manage team of diverse adjunct faculty that collectively co-teach courses within the EMS Programs;
- Ensure compliance with all Federal, State, local, and accrediting requirements/standards as appropriate for all courses taught within the EMS Programs, including mandated curricular changes;
- Ensure adequate numbers of Adjunct Faculty and Clinical Lab Specialists are hired to meet all scheduling/teaching needs for courses offered, including required student to teacher ratios;
- Recruit and select adjunct faculty and clinical lab specialists, as needed;
- Provide feedback to Primary Instructors and Clinical Lab Specialists in a constructive manner;
- Coordinate and call instructor meetings at least once per semester to review course needs, plans, guidelines, expectations, and other material as needed;
- Ensure that payroll timecards are submitted in a timely fashion with all supporting information needed by other campus departments (e.g. HR & payroll);
- Ensure adequate teaching resources are available for each program, including but not limited to: instructional supplies, equipment, training devices, room and space needs, student resources, handouts, etc.;
Work with all appropriate campus departments to schedule courses, assign instructors, schedule rooms, etc. for each instructional session;

Manage and oversee all aspects of field and hospital internships, including but not limited to: development and maintenance of contracts for placement; ensuring that locations and preceptors meet requirements and provide an appropriate educational experience; act as liaison between field and hospital clinical site; ensure that student training and immunization guidelines for clinical and field sites are met and appropriate records are maintained;

Facilitate and support Advisory Committee by scheduling meetings, ensuring NVC CTE Advisory Committee guidelines/policies are met or exceeded, as well as those from any accrediting agency;

Perform duties related to paramedic student recruitment and selection, including orientation sessions, program entry testing, and creation/maintenance of informational brochures and applications;

Ensure that paramedic program maintains continuous accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP);

Function as the primary representative/contact for the EMS programs to the local EMS authority;

Serve as member of and actively represent program interests at various committees, both within the NVC community and outside.

** Coordinating responsibilities may be delegated, as appropriate, but final responsibility/accountability remains with the Program Director.

2) INSTRUCTIONAL:

- Provide instruction to students enrolled in EMS programs, including didactic, skills, clinical, and field instruction;
- Develop, revise, and update curriculum;
- Work collaboratively with other faculty and the field to develop student learning outcomes and assessment measures;
- Support students transition to the field/employment setting;
- Meet faculty responsibilities, which may include a combination of day, evening, weekend, off-campus classes, and online or other technology-supported instruction. All contract and regular faculty are required to adhere to contractual obligations, meet assigned classes, maintain regular office hours, assist and advise students, participate in division activities and appropriate college committees, including regular faculty meetings of the department and division. Napa Valley College believes in ongoing professional development that assists faculty in improving their teaching skills, providing support to students, and encouraging responsibility within the college community.

** Minimum Qualifications

** Education and Experience

- Any Bachelor's degree from an accredited institution;
- Six years of part-time or full-time experience working in an EMS position (currently or within last 12 months);
- Two years of part-time or full-time teaching experience in the field;
- Qualify as an ACLS, PALS, BLS, or ITLS certified instructor, or equivalent;
- Possess a current and valid license as a physician, nurse, EMT or paramedic;
- Management or leadership experience that includes employee supervision, budget management, and compliance reporting;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
- Be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty (40) hours of instruction in teaching methodology. For this requirement, please see the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions website at http://coaemsp.org/Documents/Standards.pdf.

** Desired Professional Competencies

Experience teaching in a team-based educational environment where faculty work cooperatively in an integrated curriculum; experience teaching adult learners with varying needs, abilities, interests, and learning styles; familiarity with and ability to effectively utilize technology to support instruction; experience as a field preceptor for paramedic students; able to adapt curriculum to conform to ever-changing regulatory guidelines; experience in the development and assessment of student learning outcomes; proven experience in fostering and developing relationships with local, state, and national governing bodies; recognize student progress and take effective measures to enhance continued achievement.
**Nature of Assignment/Compensation**

This is a full-time, tenure-track faculty position to be worked according to the 175-day faculty work year, along with between 10 and 30 additional days per academic year. Additional days are compensated on a per diem basis. Reassigned time will be provided to allow for program coordination. Initial salary placement for the 175-day work year is $49,511-$59,881 annually, with future steps to $85,958. Placement on the salary range is commensurate with education and experience. The college offers a comprehensive fringe benefit package, including: medical, dental, vision, disability, and life insurance; employee assistance program; and CalSTRS membership.

**APPLICATION DEADLINE: WEDNESDAY, APRIL 16, 2014, 5:00 P.M.**

SUBMIT APPLICATION MATERIALS TO:
Office of Human Resources, Napa Valley College
2277 Napa-Vallejo Highway, Napa, CA 94558

Application materials are available at www.napavalley.edu/hr
To request an application packet, call (707) 256-7107 (voice mail) or e-mail jobline@napavalley.edu

**APPLICATION PROCEDURE**

Interested applicants must submit:

1) Letter of interest that addresses how you meet the minimum qualifications and desirable competencies for the position as outlined in this announcement.

2) Completed Napa Valley College Academic Employment Application. (Available at www.napavalley.edu/hr)

3) Request for Equivalency Review for Faculty Position form (only for applicants who do not meet minimum qualifications). (Available at www.napavalley.edu/hr)

4) Responses to the Supplemental Questionnaire. (Available at www.napavalley.edu/hr)

5) Current comprehensive resume.

6) Legible copies of transcripts verifying college work and degrees (official transcripts required on offer of employment). Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for foreign degree(s) by the application deadline date.

7) A separate list of teaching assignments over the past five years, including course titles, institution, and beginning and ending dates for each assignment.

8) Copy of current and valid license as a physician, nurse, EMT, or paramedic.

9) Copy of ACLS, PALS, BLS, or ITLS instructor certification, or equivalent.

10) Verification of forty hours of instruction in teaching methodology. (For this requirement, please see http://coaemsp.org/Documents/Standards.pdf)

An application will not be considered unless ALL materials listed above have been received by the deadline.

Application forms must be sent via regular mail or in person. E-mails and faxes are not accepted. The college does not fax or e-mail materials to applicants. All required application materials must reach the Office of Human Resources no later than 5:00 p.m. on the filing deadline. Applications received after the deadline will be considered only if the recruiting period is extended. Please do not submit material not requested. Application materials submitted become the property of Napa Valley College and cannot be copied, returned, or submitted for other positions.

**SPECIAL ACCOMMODATIONS:** If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please contact Human Resources.

**NAPA VALLEY COLLEGE, AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, MAINTAINS A DRUG-FREE WORKPLACE AND REQUIRES THAT EMPLOYEES ABIDE BY THAT POLICY.**