



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director - Fire Technology/EMS Programs		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	30		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Dean of Instructional Division or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide leadership, coordination, management, and supervision of the Shasta College Fire Technology, Firefighter 1 Academy, and Emergency Medical Services (EMS) programs; and the Regional Fire Training Center. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and hire, train, assign, schedule, supervise, and formally evaluate the work of others. This is an educational supervisory position and operates in an overtime exempt supervisory classification. This position requires a thorough working knowledge of various district procedures, board policies, and federal and state regulations.

TYPICAL DUTIES

- Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Shasta College Fire Technology/Fire Academy/Emergency Medical Services (EMS) programs *and* the Regional Fire Training Center.
- Assists in screening, selecting and supervising support staff and faculty in the Fire Technology/Fire Academy/Emergency Medical Services (EMS) programs.
- Coordinates faculty assignments in the Fire Technology/Fire Academy/Emergency Medical Services (EMS) programs.
- Using input derived from faculty, advisory committees, and oversight organizations, develops, updates, modifies or submits for deletion program and/or curriculum forms and supporting documents so that the program courses and degrees meet or exceed all state and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
- Plans, develops, submits, and modifies current and future course schedules.
- Provides for the day-to-day management and supervision of all program students, and students' records.
- Ensures that the fire/EMS programs have well-structured websites that include current program, degree and course information.
- Serves as designated California State Fire Marshal's Office, Fire Fighter 1 Academy Director.

POSITION DESCRIPTION**POSITION TITLE:** Director - Fire Technology/EMS Programs

- Oversees activities within all fire academies to include monitoring enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation.
- Serves as designated Director of the NREMT program.
- Serves as designated EMS Program Director, Supervisor or Manager for the certifying LEMSA.
- Implements, reviews, modifies and complies with Fire/EMS program standard operating procedures, guidelines, goals, and mission statements.
- Writes and updates the program's standard training evolutions, including live fire or similar hazardous activities to comply with local, state, federal and national safety standards, guidelines, laws and similar regulatory requirements.
- Ensures that all hazardous training exercises are conducted within the guidelines of a nationally recognized standards organization such as the NFPA.
- Administers the fire/EMS programs occupational safety program as specified by Cal-OSHA, or NFPA.
- Acts as a liaison for Shasta College with local, county, and state and federal fire/EMS agencies.
- Seeks out and applies for grants, donations, and other funds which will supplement the current and future fire/EMS course deliveries.
- Coordinates with the college's Financial Aid Office to maintain currency with federal and state financial aid requirements.
- Due to special expertise, may, when required or directed, respond to campus emergencies and provide technical advice in coordination with other campus administrators.
- May be required to assist with, or formally serve on, the college's emergency preparedness, safety, crisis management, or similar committees.
- Oversees the purchasing, inventory management/tracking, security, and operational safety of the tools, equipment, and supplies for the fire technology program.
- Oversees the maintenance and repair of equipment for the fire technology/EMS program; approves or prepares work orders for repairs.
- Complies with all established personnel standards.
- Selects, supervises, and evaluates the performance of program aides and volunteers.
- In conjunction with the division dean, receives, reviews, investigates, forwards and/or reports on all student, faculty and staff complaints.
- Resolves personnel issues at the lowest possible level within the organization.
- Ensures that training and personnel records are accurately maintained.
- As required, coordinates with private and governmental agencies in the areas of training, firefighting, EMS, rescue, fire prevention, and similar emergency response activities.
- Complies with local, state and federal training mandates and recordkeeping standards.
- In conjunction with the division dean, support staff, and full-time faculty, develops, proposes, justifies, and modifies, program budgets and new budget requests.
- As required, approves the timely processing of purchase orders and time records for compliance with the college's policies and procedures and state and federal codes, regulations, standards or laws.
- Assists in the development or modification of contracts, facility leases, and rental agreements.
- Participates in a variety of committees and meetings related to the Fire Technology/Fire

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- Academy/EMS programs, which may involve travel outside the district or state.
- Performs and/or assists in special projects and assignments as directed.
- Completion of other duties as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- Federal, state and district policies, procedures, and regulations related to fire department operations, and fire/EMS training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG, CSTI, CAL-EMA and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management and leadership of faculty, staff and classified personnel.
- Computer technology, online course management systems, and technology based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student learning objectives.
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree and course development/delivery.

Ability to:

- Plan and organize complex tasks/projects.
- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective and efficient manner.
- Communicate clearly, both orally and in writing.
- Make sound operational decisions.
- Organize and prioritize work.
- Professionally represent Shasta College and the Fire/EMS Technology programs in the local and statewide community.
- Supervise, mentor and evaluate the work of assigned staff.
- Effectively participate with federal, state and local agencies.
- Demonstrate sensitivity to, and respect for a diverse population.
- Chair committee meetings.
- Interpret and apply district policies and procedures, national safety standards, laws and regulations.
- Prepare and administer Shasta College Fire Technology/Fire Academy/EMS programs budgets.
- Prepare written operating procedures and program standards.

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- Effectively work with people at all levels, internal and external to the organization.
- Communicate effectively both orally and in writing.
- Utilize computer technology.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the program.

QUALIFICATIONS

Education/Experience Required:

Master’s degree and two years of experience in fire technology/EMS or equivalent.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Successful supervisory experience preferred.
- Command-leadership professional experience preferred.

APPROVALS

Date Created/Revised: 06/2009 / 03/2011 / 2/28/2013 / 10/23/2017

Cabinet Reviewed: 10/24/2017

Board Approved: 4/13/2011 / 11/8/2017

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)