



## POSITION ANNOUNCEMENT Assistant Director, Accreditation Services

### Overview

The Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP) seeks to fill an opening for an Assistant Director of Accreditation Services.

The Assistant Director (AD) is responsible for providing professional resources to support the operations and activities of CoAEMSP and for managing accreditation services in collaboration with the Executive Director (ED) and staff. The AD assists in managing designated staff and their activities associated with or necessary to the delivery of accreditation services. These services shall include, but are not limited to, disseminating information including education regarding accreditation and educational best practices; reviewing, developing, and processing documentation including Findings Letters, Executive Analyses, and Site Visit Reports; coordinating communications; overseeing and conducting site visits to increase inter-rater reliability; assisting and staffing meetings of the CoAEMSP Board of Directors and its committees and providing any other services deemed necessary and appropriate by the ED and their designee.

Overnight and air travel are required. Relocation is not required as the Assistant Director is a work-from-home position.

See complete job description for additional position details.

### About Us

CoAEMSP, a Committee on Accreditation functioning under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), is an autonomous, professional organization that evaluates and makes accreditation recommendations to CAAHEP for programs in the specialized field of Paramedicine.

By confirming these programs meet established standards and requirements, CoAEMSP serves to protect the public and students.

The [mission](#) of the CoAEMSP is to advance the quality of EMS education through accreditation.

The [vision](#) of the CoAEMSP is to be recognized as the leader in evidence-based standards for accreditation.

The [core values](#) of the CoAEMSP: **CLARITY**

- C**ommitment: Dedication of time, talent, and resources toward the achievement of CoAEMSP's mission.
- L**eadership: Inspiring others to advance the vision and goals of the CoAEMSP.
- A**ccountability: Advancing the mission of the CoAEMSP with integrity, honesty, professionalism and high ethical standards.
- R**espect: Honoring the perspective of any individual or organization.

- Integrated:** Carrying out the work of the CoAEMSP in collaboration with EMS stakeholders.
- Quality:** Consistently meeting or exceeding established standards and expectations in all CoAEMSP activities.

The **goals** of the CoAEMSP

- GOAL #1:** Expand accreditation services with the implementation of voluntary AEMT accreditation.
- GOAL #2:** Develop an overarching data management strategy that results in efficiency and value for staff and constituents.
- GOAL #3:** Develop resources and programs to support (new) program directors with the accreditation process.
- GOAL #4:** Launch a communications program that promotes and strengthens relationships through a variety of targeted interfaces.
- GOAL#5:** Provide accreditation services for paramedic educational programs globally, taking deliberate action to market our services to an international audience.

### **Whom we are looking for**

CoAEMSP seeks an enthusiastic professional with strong analytical and problem-solving skills. Candidates must possess the ability to work independently, unsupervised, and as part of a team to accomplish work goals. Strong attention to detail and accuracy, and the ability to handle the details of multiple priorities simultaneously while seeking to adhere to strict deadlines are essential.

In addition, this individual should demonstrate exceptional organizational skills, and excellent verbal and written abilities; act ethically and safeguard confidential information; have a track record of personal integrity; and strict adherence to the CoAEMSP mission and values.

### **Education and Credentials**

- Master's degree (or higher) from an accredited post-secondary academic institution required.
- Current or past licensure/certification as a Paramedic or higher healthcare provider with a minimum of ten years' experience in prehospital care and/or EMS education.

### ***Desired Qualifications***

- Doctoral prepared.
- Current or past program director of a CAAHEP-accredited Paramedic Program.
- Ten years of EMS education experience.

### **About CoAEMSP**

Founded in 1978, CoAEMSP is the committee on accreditation representing Paramedic educational programs. CoAEMSP is a virtual office with its mailing address in Rowlett, Texas.

### ***The Critical Connection Between the CoAEMSP & CAAHEP***

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the largest programmatic accreditor in the health sciences field. CAAHEP reviews and accredits over 2500 educational programs in 32 health science occupations.

CAAHEP is comprised of the Commission and its Board of Directors. The Commission is representative of CAAHEP's community of interest member organizations, including 25 Committees on Accreditation (CoA), of which the CoAEMSP is the largest. The CAAHEP Board of Directors acts on the Paramedic educational programs upon the recommendation of the CoAEMSP.

CoAEMSP is an equal opportunity employer.

Salary is commensurate with qualifications and experience and is negotiable.

CoAEMSP is a family-friendly, team-oriented organization and offers a competitive salary. The benefits package with specific details is available upon request.

Please learn more about CoAEMSP at [www.CoAEMSP.org](http://www.CoAEMSP.org).

**Qualified candidates, please send a letter of intent and a curriculum vitae to [employment@coaemsp.org](mailto:employment@coaemsp.org). The review of candidates will begin August 26, 2024, and will continue until the position is filled.**

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*