



JOB DESCRIPTION

TITLE: Assistant Director

STATUS: Exempt; Full-time

DIRECT REPORT to SUPERVISOR: Executive Director

NATURE of POSITION:

The Assistant Director (AD) is responsible for providing professional resources to support the operations and activities of CoAEMSP and for advising and making recommendations to the Executive Director (ED) with respect to these activities and policies. The AD manages designated staff and their activities associated with or necessary to the accreditation services. These services shall include, but are not limited to, disseminating information; reviewing, developing, and processing documentation including Findings Letters, Executive Analyses, 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.

RESPONSIBILITIES and AUTHORITY:

Within the limits of the Bylaws and policies established or authorized by the CoAEMSP Board of Directors and consistent with administrative procedures, the AD is responsible for and has commensurate authority to accomplish the duties set forth below. Upon approval of the ED, the AD may delegate portions of their responsibilities consistent with sound management and authorized policies and procedures together with proportionate authority for their fulfillment but may not delegate nor relinquish any portion of accountability for results.

1. Administers, develops, and implements authorized office procedures and programs, including periodic review for effectiveness, to ensure the provision of accreditation services are consistent with CoAEMSP policy and objectives.
2. Sees that the ED is kept fully informed on the conditions and operations of the organization and all important factors influencing them.
3. Ensures the maintenance of effective staff relations internally, with educational institutions, sponsoring organizations, with related organizations, both public and private, in accordance with CoAEMSP policies and objectives.
4. Administers and maintains projects/programs authorized by the ED to implement CoAEMSP general policies and activities.

5. Assists the ED in oversight and coordination of all authorized programs, projects, and activities of the office staff.
6. Subject to overall personnel policy, assists the ED in optimum utilization of key staff consistent with CoAEMSP policies and procedures.
7. Serves as staff liaison to committees, as designated by the ED, providing committee chairs with the necessary support and assistance in accordance with CoAEMSP policies and procedures.
8. Provides resource information and assistance to current and prospective programs and educational institutions as appropriate regarding all aspects of accreditation services consistent with CoAEMSP and CAAHEP policies and procedures.
9. Wherever possible, promotes interest and active participation in CoAEMSP sponsored activities among current and prospective programs and educational institutions, and individuals.
10. Maintains appropriate office budgetary procedures and other procedures necessary to assure that all funds, physical assets, and other property of the CoAEMSP are appropriately safeguarded and administered.
11. Maintains up-to-date information on all aspects of accreditation services for staff, programs, sponsoring organizations, or prospective educational institutions and the public consistent with CoAEMSP and CAAHEP policies and procedures.
12. May conduct site visits, evaluate site visitors to ensure site visitor inter-rater reliability, and recommend changes to the site visit process
13. Reviews Findings Letters, Site Visit Reports, and accreditation documentation as well as monitors accreditation actions.
14. Works with the ED on Executive Analyses and accreditation recommendations.
15. Develops and catalogs Program Director and educational “best practices”.
16. Researches clinical competency benchmarks.
17. Manages revisions, researches evidence, recommends changes, and provides support to COI’s regarding CAAHEP *Standards*.
18. Assists Research Committee to provide evidence-based decisions to improve educational outcomes.
19. Conducts Executive Analysis of the LSSR, ISSR, and CSSR submissions.
20. Executes such other duties as may be assigned/delegated by the ED.
21. Supervises and manages staff.

RELATIONSHIPS:

1. Directly responsible to the Executive Director.
2. Maintains relationships with external organizations staff, industry representatives, government, public service organizations, vendors, and others designated by the ED as necessary in the best interests of the CoAEMSP.
3. Coaches, mentors, and supervises staff.

SUPERVISORY RESPONSIBILITIES:

1. Responsible as assigned for the operations of key staff personnel, supervising accreditation operations, and activities of the staff. Secures the advice of key personnel in formulating plans and programs and stands ready at all times to direct, render advice, and support staff.
2. Manage the performance of designate staff, including administering annual performance evaluations.
3. As assigned, will be present at all meetings of the Board of Directors and will be responsible for the preparation of annual, interim, and special reports to the Board of and/or its committees.
4. Serves as staff support to committees as directed by ED.

EDUCATION AND CREDENTIALS:

The Assistant Director will possess a Master's degree (or higher) from an accredited post-secondary academic institution.

Current or past licensure/certification as a Paramedic or higher healthcare provider with a minimum of ten years' experience in pre-hospital care and/or EMS education.

Desired Qualifications:

Current or past Program Director of a CAAHEP Accredited Paramedic Program

10 years of EMS education experience