



MITCHELL COMMUNITY COLLEGE
invites applications for the position of:

Fire Protection Technology Coordinator

SALARY: \$3,801.83 - \$5,702.75 Monthly
\$45,622.00 - \$68,433.00 Annually

**OPENING
DATE:** 02/03/23

**CLOSING
DATE:** 03/31/23 05:00 PM

JOB SUMMARY:

The Fire Protection Technology Coordinator is responsible, under the supervision of the Director of Public Safety, for review, oversight, record keeping, and data analysis required to comply with federal, state, and accreditation regulations and guidelines; coordinating recruitment efforts to increase enrollment in the curriculum and continuing education fire protection programs; providing training and oversight of faculty as it relates to program issues; and advisement for a pre-determined amount of students enrolled in fire protection technology programs; and effectively teach in the program, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer, organize, and supervise the fire protection technology programs (curriculum/Continuing Education)
- Work closely with EMS Coordinator to assure fire service medical training/certifications are maintained
- Maintain program federal and state accreditations (FESHE, IFSAC, NCOSFM)
- Act as a liaison between students, faculty, staff, and community stakeholders
- Coordinate student and faculty applications
- Coordinate entry and certification testing
- Evaluate faculty for effectiveness
- Provide instruction in programs, as needed
- Maintain up-to-date syllabi for each course offered
- Conduct class, lab, training prop evaluations
- Be available to students outside of class time through e-mail, telephone, and individual meetings as needed
- Work with Director of Public Safety to develop, revise, and evaluate the instructional program, including all plans of study and course outlines
- Develop appropriate course goals and objectives along with evaluation methods that accurately measure student learning
- Assure faculty complete and submit all required reports and student records by stated deadlines

Related Responsibilities:

- Attend NC Certification Board and Fire Commission meetings on a regular basis

- Attend annual FESHE/IFSAC conferences, as budget permits
- Monitor program outcomes and student success and remediate, as necessary
- Coordinate Program Advisory Committee and schedule meetings
- Recruitment of instructors/faculty
- Work as a team member with all existing curriculum and continuing education faculty and staff
- Attend any required faculty, division, or departmental meetings
- Work cooperatively with faculty, staff, and students in a congenial and professional manner
- Comply with college policies and procedures
- Remain current in the field of study
- Communicate effectively
- The College seeks to be a learning-centered institution, which requires employees to be lifelong learners
- Perform other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE REQUIREMENTS:

- Demonstrated ability to plan and organize courses; use a variety of teaching and learning strategies
- Demonstrated ability to ensure student success; utilize effective classroom management skills, and employ effective and appropriate evaluations of student performance
- Demonstrated working knowledge of campus services for appropriate referral
- Demonstrated understanding of and commitment to open-access community college philosophy, diversity and inclusion, and adult learning principles
- Ability to work with a diverse population, including the ability to relate to students, faculty, and staff in a courteous, professional manner
- Demonstrate an understanding of, and commitment to the unique nature and role of the College as a learning-centered institution

Education and Experience Requirements:

- Associate degree in Fire Protection Technology, Emergency Management, Criminal Justice Technology, or Emergency Medical Services from a regionally accredited community college
- North Carolina Office of State Fire Marshal Level II Fire Instructor certification is required, or equivalent CJC/EMS Instructor
- Demonstrated extensive industry experience is required (minimum 7 years in a career fire/criminal justice/EMS county/municipal agency)
- Current emergency medical technician (or higher level of medical credential)
- Bachelor's/Masters degree from a regionally accredited university preferred
- Prior community college teaching experience
- Prior experience with Microsoft Office Suite, Colleague/DataTel, LMS, Self-Service, and other NCCCS technology programs

Appropriate academic credentials and experience are required as determined by the nature of the instructional position according to the Southern Association of Colleges and Schools (SACS) criteria.

ADDITIONAL INFORMATION:

Surroundings/Environment:

Standard office/classroom environment, usually indoors, away from elements.

Physical Effort:

While performing the duties of this job, the employee is occasionally required to maintain a stationary position; move about the classroom, operate and position tools or controls; and frequently communicate with students. The employee may occasionally move up to 25 pounds.

Scheduling:

This is a full-time position. Classes meet during the day and/or evening at the Statesville Campus as registration demands. This position is expected to be flexible to meet the needs of the programs offered and the times offered.

Travel:

Local travel is required, including between campus locations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mitchellcc.edu>

500 West Broad Street
Statesville, NC 28677
704-878-4341

Position #23-F01
FIRE PROTECTION TECHNOLOGY COORDINATOR
JC
