

The Training Manager will manage the training and administrative functions of the Emergency Medical Services (EMS) program at the Emergency Services Training Institute, home of Brayton Fire Training Field and Disaster City®. This position will assist the Program Director in managing the budget, staffing needs and implementation to maintain and grow the program.

Managing the program includes oversight of the TxDOT Grants Program, fee-based EMS Training, outside contracts, continuing education, clinical agreements, and skills testing; as well as to complete assignments requiring direct classroom instruction throughout the state and nation. This position will maintain reports, documentation, and will require a limited amount of travel to support Quality Assurance (Q/A) activities associated with the program. In addition, the training manager will observe instructional staff during deliveries and will be responsible for further developing their skills. The position reports to the Public Sector Program Director.

Required Qualifications:

- Bachelor's Degree from an accredited college or university
- Five years of program management experience in a training environment

Other requirements:

- Valid passport or ability to obtain one within 180 days of hire
- Four years supervisory experience
- Three years experience in training adults
- TDSHS Certified Paramedic
- Current TDSHS Advanced Coordinator certificate or ability to obtain within 1 year of hire
- Experience as a Program Director in an EMS or similar training environment

Preferred Qualifications:

- Master's Degree in an associated field
- Understanding TDSHS rules and regulations, experience developing course materials, previous experience as a TDSHS Course Coordinator overseeing TDSHS EMS certification courses
- CoAEMSP Program Director experience

Physical Requirements:

- Physical condition consistent with performing EMS training exercises.

Knowledge Skills & Abilities:

- Ability to develop curriculum, provide QA to Program activities
- Ability to investigate problems associated with Program activities, exceptional organizational skills
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Skilled in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Ability to effectively communicate both orally and in writing
- Ability to positively and professionally interact with clients and staff
- Knowledge of basic office software and instructional programs
- Knowledge of principles and methods for teaching and instructing individuals and groups
- Knowledge of media production, communication, and dissemination techniques and methods
- Skilled in utilizing various learning and active listening strategies

- Ability to orally comprehend and express information and use inductive and deductive reasoning

Equipment:

- Standard office equipment: computer, keyboard, telephone and multi-functional printer

Notifications:

- This position is security-sensitive.
- This position regularly directs and evaluates the work of others.
- This position involves limited travel.

Essential Duties, Tasks, & Percentages:

Oversight of TxDOT Grants Program - 25%:

- Provide oversight and technical assistance to TxDOT Project Coordinator administrative efforts.
- Ensure timely submission and completion of reports related to the grant.

Complete Agency required documentation - 20%:

- Conduct routine financial assessments of the program.
- Participate in program reviews.
- Develop and submit all required reports in a timely fashion.
- Development and oversight of annual budget.

Coordinate delivery of EMS Programs - 15%:

- Ensure timely submission of TDSHS required paperwork prior to the start of class.
- Ensure submission and maintenance of administrative components required by TDSHS

Manage Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) program and requirements- 25%:

- Manages the administration, organization, and supervision of the educational program.
- Manages the continuous quality review and improvement of the educational program.
- Coordinates the long-range planning and ongoing development of the program.
- Monitors the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
- Ensures cooperative involvement with the medical directors.
- Coordinates the orientation/training and supervision of clinical and field internship preceptors.
- Oversees all operations conducted at satellite locations.
- Ensures the effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.
- Submits reports and conducts activities to maintain COAEMSP accreditation.

Supervise program staff - 10%

- Assign work.
- Conduct QA audits on staff and classes.
- Evaluate employee performance and provide timely feedback.
- Create development plans for staff based on outcome of evaluations.
- Address personnel concerns.
- Hire and train staff, as-needed.

Market the EMS program - 5%:

- Initiate marketing efforts designed to increase classes.
- Staff a marketing booth at State and National Conferences.
- Cultivate contacts with potential for new business opportunities.
- Seek opportunities to develop "benefit added" components to courses offered by the Program.

Perform other duties as assigned:

- Participate in professional development.
- Select and attend conferences designed to maintain professional qualifications.
- Interact professionally with staff, students, and external partners.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check. Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.