

## Fire Science Program Director Job Description

**Required:** Bachelor's degree in the field and/or a combination of education, training, and tested experience

**Preferred:** Master's degree or Ph.D. in the field

**Rank:** Faculty 12-month contract

**Tenure Status:** Tenure Track

**Salary:** \$58,073 - \$ 73,060

**Primary Activity:** Exclusively for Credit

### General Information of Campus

Since 1950, Southeast New Mexico College formerly NMSU Carlsbad has been serving Carlsbad, Eddy County, and southeast New Mexico with affordable education and a community-minded approach to preparing students for success in their careers. We take pride in our diverse group of students, faculty, and staff members. With our variety of associate degrees and certificates, SENMC is here to help you pursue your educational goals. From business to nursing and welding to history, we'll assist you in professional development, transfer to a 4-year university with an Associate degree, personal enrichment, distance/online learning, and adult basic education—all at an inexpensive cost and convenient schedule that fits into your life.

### Position Summary

This position is responsible for directing the college's Fire Science program.

### Major Duties

- Teaches classes; presents lectures and conducts discussions; conducts training sessions to teach and demonstrate principles, techniques, procedures, or methods; observes and evaluates student work to determine progress, provides feedback, and makes suggestions for improvement.
- Generates annual budget requests; balances and appropriates funds.
- Develops course curriculum; plans course content and methods of instruction; determines student training needs; prepares outlines of instructional programs and training schedules; establishes course goals; selects accredited industry-approved books, materials, and supplies.
- Evaluates student transcripts and assists in student registration; assess student entrance test scores; advises students in the scheduling of classes; submits course substitution waivers; approves applications for graduation; advises student on course selection, career decisions, and other academic and vocational concerns.

- Supervises the work of program instructors; ensures that instructors have needed materials and equipment.
- Coordinate the scheduling of program courses; creates and approves catalog course dates, times and descriptions.
- Participates in professional development training, conferences, and seminars.
- Participates in student recruitment activities; coordinates promotional literature; attends high school open houses and job fairs.
- Coordinates the activities of the advisory council; prepares agendas and other meeting materials.
- Schedules and performs maintenance of program vehicles and equipment.
- Serves on assigned college committees.
- Forecasts future equipment and supply needs; generates annual budget requests; balances and appropriates funds.
- Develops and maintains contact with industry representatives.
- Performs related duties.

### **Requirements for the Position:**

#### Knowledge of:

- Firefighting principles and practices
- Emergency rescue principles and practices
- Firefighting and rescue equipment operation and maintenance
- Computers and job-related software programs
- Program policies and requirements
- Student advising principles.
- Curriculum development principles
- Effective teaching strategies
- Budget preparation and maintenance principles
- Accreditation standards and processes
- College policies and procedures

#### Skills:

- Delegation of responsibility and authority
- Decision-making and problem solving
- Interpersonal relations and in dealing with the public
- Oral and written communication

- Working effectively with a wide range of constituencies in a diverse community

### **Supervisory Controls**

The Vice President for Academic Affairs assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports, and observation of program activities.

### **Guidelines**

Guidelines include National Fire Protection Association guidelines, Occupational Safety and Health Administration regulations, National Institute for Occupational Safety and Health guidelines, and program and college policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops program guidelines.

### **Complexity/Scope of Work**

The work consists of varied instructional, management and supervisory duties. Strict regulations and the variety of tasks to manage contribute to the complexity of the position.

The purpose of this position is to direct the Fire Science program. Success in this position results in the efficient and effective provision of instruction to students and compliance with accreditation standards.

### **Contacts**

Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of accreditation and professional agencies, representatives of professional associations and groups, fire chiefs, professional firefighters, and members of the general public.

Contacts are typically to give or exchange information, to resolve problems, to provide services, to negotiate or settle matters, or to motivate or influence persons.

### **Physical Demands/Work Environment**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

The work is typically performed in an office, classroom, or outdoor, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **Supervisory and Management Responsibility**

This position has direct supervision over program faculty and is responsible for recruitment and hiring of adjunct faculty.

### **Minimum Qualifications**

Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and or a combination of education, training and tested experience.

Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five years of experience or service.

Possession of or ability to readily obtain a valid driver's license issued by the State of New Mexico for the type of vehicle or equipment operated.