



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins, VPI

DATE: 10-15-25

FROM: Karl Johnson, Program Director

DIV or UNIT: VOCS/EMS

SUBJ: PPA request for: Amanda Wetz

Title of PPA activity: EMS Program Lab Coordinator, Wharton

Dates (or semesters) of activity: Fall 2025, Spring 2026, Summer 2026

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

1. Maintain inventory, order supplies and equipment, and distribute equipment and supplies for all EMT, AEMT, Paramedic, and HFD courses at the Wharton Campus and occasional CE classes.
2. Maintain equipment, repairs, and overall lab organization at the Wharton campus.
3. Prepare labs for skills instruction, scenarios, and simulations at the Wharton Campus.
4. Coordinate use of lab space for all EMT, AEMT, and Paramedic classes at the Wharton Campus.
5. Train FT & PT instructors & lab assistants on use of manikins & equipment as well as on WCJC protocols & skills.
6. Co-coordinate fall and spring EMS field days.
7. Communicate with agencies and vendors to assure WCJC EMS is current with its skills and equipment at Wharton.
8. Schedule, plan, and teach specific content in courses such as Airway Management and Labor & Delivery at WH.
9. Compensate \$2400 for fall 2025, \$2400 for spring 2026, and \$1200 for summer 2026.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 6,000.00	\$ 6,000.00
TOTAL		\$ 6,000.00	\$ 6,000.00

Budget Number : 1110-14026-6092-102

C. Approvals

Supervisor: Karl Johnson Digitally signed by Karl Johnson
Date: 2025.10.15 14:08:32 -05'00'

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.10.27 15:44:44 -05'00'

President: [Signature] Date: 11/03/25