

JOB DESCRIPTION



Position Title: Instructor Emergency Medical Technician/Paramedicine

Department: Nursing and Allied Health

Employment Category: Faculty

Primary Location: District wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: Faculty FA12

Position Summary: The Instructor of Emergency Medical Technician (EMT) and Paramedicine is responsible for the instruction of students in the classroom, skills lab, and clinical areas; providing a quality education for program students and performing instructional-related duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college and the EMT and paramedicine programs; serving as a teacher, mentor and facilitator of learning.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Is responsible for the instruction of EMT and paramedicine students in the classroom, skills laboratory, and clinical areas; providing a quality education for program students and performing instructional-related duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college and the EMT and paramedicine programs; serving as a teacher, mentor and facilitator of learning

Teaches assigned Paramedicine, EMT and related courses and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Prepares and plans adequately for effective classroom, skills laboratory and externship instruction, ensuring that the lesson plan and presentation strategies are well prepared; assuring the learning environment is optimal and the instructional resources are in proper working order

Collaborates in the development of new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets for EMT, Paramedicine and related courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs; analyzes EMT, Paramedicine and related program's effectiveness emphasizing a culture of continuous improvement

Follows the standardized curriculum, focusing on the unit objectives or laboratory proficiencies; communicates appropriately with the program director regarding any curriculum or lesson plan

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain successful EMT, Paramedicine, and related programs; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in course scheduling, department, division and college meetings; maintains records in compliance with Arizona State AZDHS-BEMS and CoAEMSP regulations and statutes governing Paramedicine, EMT and related education; serves on college committees as assigned

Performs other related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Certified EMT / Paramedic with a minimum of two years experience in the Emergency Medical Services (EMS) field
Certified Fire Instructor I or 24 hours of Instructional Methodology (EDU 280)

Associate's degree in a related discipline; from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Bachelor's degree or higher preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of or ability to learn, follow and enforce college policies and procedures

Knowledge of trends, developments, new technologies affecting the Paramedicine program

Knowledge of accreditation requirements and certifying agency's regulations and standards for the EMT and Paramedicine programs

Knowledge of methods of instruction, testing and evaluating students

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and other job specific software

Skill in instructing students from diverse cultures and/or backgrounds

Skill in integrating technology into curriculum and other educational services

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and maintain composure when faced with difficult situations

Ability to work independently while contributing to a team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to establish and maintain effective working relationships with staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office or classroom setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Dean of Nursing and Allied Health

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.