

# JOB DESCRIPTION



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**Position Title:** Instructor of Emergency Medical Technology

**Division:** First Responders Academy

**Employment Category:** Faculty

**Primary Location:** District-wide  
Based at Douglas Campus

**FLSA Classification:** Exempt  
**Remote eligible:** No

**Parameters:** Full-time; 12 Months/Year

**Pay Grade:** Faculty 12M

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**Position Summary:** The Instructor of Emergency Medical Technology is responsible for classroom, skills lab, and clinical program instruction of program students, for providing quality educational experiences and for mentoring students, while performing instructional-related duties and responsibilities in accordance with the department's and college's philosophy, mission, policies and procedures, and for adhering to the standardized curriculum and lesson plans, inspiring and motivating students by effective role modeling with sensitivity to student needs and the ability to identify appropriate resources to support student successes and achievement.

**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:

Teaches assigned 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, laboratory and/or externship instruction, ensuring that the lesson plan and presentation strategies are well prepared - assured 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 and related courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs; analyzes EMT and related program 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 a successful EMT and related program; 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 CoEMSP regulations and statutes governing EMT and related education; serves on college committees as assigned

Performs other related duties as assigned

**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

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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 and/or Paramedic

Certified Fire Instructor I or 24 hours of Instructional Methodology (EDU 280)

Associate's degree in a related discipline from a regionally accredited institution of higher learning recognized by the U.S. Department of Education; advanced degree preferred

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of research-based adult learning principles

Knowledge of trends, developments, and new technologies affecting education

Knowledge of developing, implementing, and evaluating curriculum and instructional approaches

Skill in using authentic assessment to evaluate students' needs and progress

Ability to teach and issue certifications for Basic Life Support (BLS) through a nationally recognized agency

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 to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identifies solutions, and takes appropriate actions to resolve problems using independent judgment and decision-making processes

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

**Work Environment:** Work is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom, laboratory, office or online setting, with appropriate climate controls. Evening or weekend work may be required

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

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

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

**Reports to:** Program Director EMS

**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.