

POSITION DESCRIPTION
Instructional Staff/Faculty

POSITION TITLE: [EMT-P Instructor/Full-time](#)

ORGANIZATIONAL UNIT:
Technical Division

REPORTS TO:
EMT-P Program Director and Dean
of Career and Technical Education

REVISION DATE:
July 2022

I. NARRATIVE GENERAL DESCRIPTION

Instructional staff/faculty of Coffeyville Community College are responsible to the respective Dean of Career and Technical Education for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement. The EMT-P instructor is responsible for the instruction of the EMT and EMT-P Program curriculum as assigned.

II. FUNCTIONAL RESPONSIBILITIES

- A. Teach courses as assigned by the EMT-P Program Director and/or the Dean of Career and Technical Education.
- B. Assist with the coordination and review of the EMT-P curriculum.
- C. Revise and update course materials, content, and competencies to keep all courses current and approved as required by the Kansas Board of EMS regulations for all EMT/Paramedic curriculum.
- D. Provide a syllabus for each course taught and turn in two copies of each syllabus to the Dean of Career and Technical Education each semester as outlined in the Memorandum of Agreement.
- E. Maintain current certifications or licensure on programs and courses offered in the EMT-P curriculum.
- F. Advise and enroll students according to established procedures.
- G. Assist with state and federal reporting requirements for program accreditation.
- H. Assist with requirements for continued program accreditation and record-keeping.
- I. Serve on college committees as appointed and attend division meetings.
- J. Assist with recruiting personnel with recruitment activities and to make personal contacts with prospective students.
- K. Participate in graduate/former student follow-up procedures as required for state and federal reporting.
- L. Assist in pre-enrollment/enrollment activities as assigned.
- M. Develop new courses and program initiatives as needed.

- N. Participate in the development and implementation of the institutional assessment plan as required for Higher Learning Commission (HLC) accreditation.
- O. Develop and maintain program and instructional budgets within established policies and budget parameters.
- P. Attend and participate in commencement exercises in academic attire.
- Q. Maintain an annual inventory of program equipment and supplies.
- R. Assist with grant funding for program development and activities as needed.
- S. Meet attendance expectations as required for this position which may include a willingness to work unusual hours including evenings and weekends as needed.
- T. Actively participate in college and community activities.
- U. Promote continuous quality improvement of the EMT-P Program.
- V. Perform duties as outlined in the Memorandum of Agreement.

III. SUPERVISES THE FOLLOWING STAFF

Instructional Training/Lab Assistants
 Work Study Students as needed

IV. REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- A. Proven teaching ability to communicate and demonstrate required medical skills to program students of varying age groups and education levels.
- B. Excellent communication skills both oral and written.
- C. An understanding of the mission and role of the comprehensive community college.
- D. Ability to stimulate motivation, confidence, and enthusiasm in students.
- E. Ability to initiate and direct grant activities relating to the individual program area.
- F. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- G. Ability to stimulate motivation, confidence, and enthusiasm in students, both traditional and non-traditional.
- H. Willingness to assist with grant activities relating to the individual program area.
- I. Willingness to travel to recruit students for the program area.
- J. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

V. REQUIRED EXPERIENCE

- A. A minimum of two years teaching experience, preferably in a community college.
- B. A minimum of two years field experience as an EMT-Paramedic with an ambulance service or hospital.
- C. Experience in the development and implementation of new courses, programs,

and/or continuing education workshops.

VII. REQUIRED EDUCATIONAL BACKGROUND

A minimum of an Associate's Degree in the field is required from a regionally accredited institution of higher education recognized by the U. S. Department of Education. A Bachelor's Degree or higher is preferred. Current EMT-P certification, CPR certification, Instructor/Coordinator (I/C) certification, and ACLS certification is required.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.