

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 9 month	<b>Title:</b> PARAMEDIC INSTRUCTOR
<b>Revised:</b> 10/01/2014	<b>Department:</b> ALLIED HEALTH PROGRAMS
<b>FLSA:</b> EXEMPT	<b>Reports to</b> EMS PROGRAM DIRECTOR

**POSITION SUMMARY**

Responsible for the creation and delivery of an online paramedic program that will serve members of the armed forces, bridging the gap between military medic and civilian medic curriculum. Curriculum must parallel CAAHEP, CoAEMSP national accreditation guidelines, MDHE, and Missouri Department of Health and Senior Services EMS Division (BEMS). Serves as an “ambassador” for former and current military students during their temporary residency for clinical rotations in the region, reviews/confirms proficiencies of basic level psychomotor skills, and teaches advanced level psychomotor skills through the use of proper equipment and guidelines as established by the NREMT. Responsibilities will also include teaching a classroom based Paramedic course in whole or part. This individual will report to the EMS Program Director.

**PRINCIPAL ACCOUNTABILITIES AND ESSENTIAL DUTIES**

1. Maintain accreditation Standards and Guidelines for CoAEMSP, MDHE and the Bureau of EMS.
2. Oversee all aspects of the delivery of a high-quality online paramedic course including curriculum development, grading, discussion, videos and/or web-cam utilization and narrated Power Points.
3. Responsible for annual budget for Program.
4. Meets regularly with Medical Director, Program Director, Advisory Committee and instructors to facilitate planning, any needed improvements or instructor/student concerns.
5. Monitors NREMT pass rates on all students and communicates any negative trends to BEMS for further development of action plans to correct.
6. Maintain availability via cell phone to answer emergent paramedic student questions as they arise during their temporary residency in Missouri.
7. Assist in auditing of student attendance and data entry and in maintenance of paramedic student records.
8. Assist in presenting program requirements to incoming paramedic students.
9. Assist in review and auditing of paramedic student patient care contact sheets.
10. Perform direct teaching and demonstration of paramedic skills and/or facilitate hands-on learning.
11. Administer quizzes, homework assignments and tests and provide feedback to students.
12. Instruct students in the use and care of a range of sophisticated emergency patient care equipment, such as cardiac monitor/defibrillators, infusion pumps, patient immobilization equipment, and airway management equipment.
13. Identify curriculum needs and develop innovative activities to address those needs.
14. Show commitment to the program, division, and total institution.
15. Assist with student recruitment, marketing, and job placement.
16. Participate in professional development workshops, conferences, and meetings.
17. Assist with student advisement.
18. Ensure adherence to state and federal curriculum guidelines and requirements.
19. Perform other assigned duties and tasks as appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role model for learning behavior.
4. Include students in all facets of instruction, guidance and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the program director.
8. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
9. Return evaluated student exams and papers in a timely fashion.
10. Maintain grades and class status information.
11. Submit required reports by deadlines.
12. Serve on institutional committees as needed.
13. Attend Graduation Ceremonies

### **KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Must be EMS Instructor Certified.
2. Bachelor's Degree preferred, preferably with online teaching experience.
3. Five years of occupational experience directly related to Emergency Medical Services.
4. RN and/or NREMT-P license/certification.
5. Ability to plan, organize, and implement responsibilities effectively.
6. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

### **EQUIPMENT/SOFTWARE**

1. Must be able to effectively use and instruct on the use of the following items of equipment:
  - a. Cardiac monitor/defibrillator.
  - b. Infusion pump.
  - c. Airway management equipment.
  - d. Patient immobilization equipment.
  - e. I.V. and IO training equipment.
2. Information Technology Abilities required:
  - Ability to operate a personal computer using the Windows environment.
  - Ability to understand operating a personal computer within the Crowder College Network environment.
  - Ability to use E-mail.
  - Ability to use hosting webinars and/or web meetings, using products like WebX or GoToMeeting.com.
  - Be familiar with education technology functions, i.e., video recordings and uploads, and narration of PowerPoint presentations.

### **POSITIONS SUPERVISED**

None.

### **WORKING CONDITIONS**

1. Generally indoors in a normal classroom or office environment with minimal exposure to temperature changes, noise, dust or chemicals.

2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. May be exposed to blood/body fluid/tuberculosis.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. A neat appearance and appropriate businesslike apparel are required.

<b>PHYSICAL DEMANDS</b>
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1. Work involves working with classroom equipment and requires mobility within the classrooms and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; lift/carry; climb; squat/bend/kneel; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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1. Ability to communicate effectively with a variety of people, including staff, international students and the general public, in both written and oral mediums.