

# **JOB DESCRIPTION PARAMEDIC INSTRUCTOR**

## **Primary Function**

The paramedic instructor will be responsible for the overall organization of the Paramedic program. The instructor will be required to develop curriculum, instruct and supervise students, evaluate students, prepare reports, maintain equipment and supplies, and work with the clinical coordinator to schedule and assist in clinical rotations.

## **Job Qualifications**

The position requires a high school diploma or GED. The candidate must also hold current licensure at or above the paramedic level. Candidate must meet all requirements of the OSDH-EMS for instructor approval. The candidate must also exhibit excellent communication and interpersonal skills.

## **Experience Requirements**

The position requires a minimum of two years work experience at or above the paramedic licensure level. Teaching experience is preferred.

## **Working Hours**

Flexible as required by the Adult and Continuing Education Coordinator – primarily daytime, some weekends and evenings required.

## **Contract Length**

Adjunct faculty position (part-time contract).

## **Direct Supervisor**

Adult and Continuing Education Coordinator

## **Salary**

Based on ACE instructional units, equivalent to \$26.25 - \$33.75 per hour.

## **Duties and Responsibilities**

1. Develop competency-based instructional materials that meet USDOT curriculum requirements.
2. Supervise, provide instruction, and evaluate students enrolled in paramedic programs.
3. Work with the clinical coordinator to coordinate the activities associated with clinical rotations (scheduling, transportation, supervision, evaluation, etc.)
4. Prepare reports as required by the Adult and Continuing Education Coordinator.
5. Coordinate all activities associated with guest instructors.
6. Report all incidents to the Adult and Continuing Education Coordinator immediately.
7. Maintain professional standards at all times.
8. Maintain necessary equipment and supplies inventory.
9. Follow all policies and procedures required by:
  - A. Clinical sites
  - B. OSSDH-EMS
  - C. Oklahoma Department of Career and Technical Education
  - D. Canadian Valley Technology Center Board of Education