



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Adjunct EMT & AEMT Instructor & Program Director

Job Code: 10317

Campus Location: Columbia County Campus (May be required to offer classes on other Augusta Tech instructional sites)

Salary: Commensurate with education and work experience.

JOB SUMMARY

The Adjunct EMT & AEMT Instructor & Program Director provides instructional leadership and administrative oversight for the Basic and Advanced Emergency Medical Technology programs. This role includes teaching EMT/AEMT courses, developing and maintaining curriculum, overseeing program accreditation and compliance, mentoring adjunct faculty, and coordinating clinical experiences.

MINIMUM QUALIFICATIONS

An associate's degree in a closely related field from a regionally accredited institution is required. The minimum education requirement is the completion of a state-approved Emergency Medical Technician (EMT) program.

A minimum of three years of full-time work experience as an EMT within the last seven years.

Required Certifications/Licenses:

- Emergency Medical Technician (EMT) licensure by the Georgia State Emergency Medical Services (EMS) Office.
- EMT Instructor Coordinator licensure with the State of Georgia EMS Office.
- EMT certification by the National Registry of Emergency Medical Technicians (NREMT).

- Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) Instructor certifications by the American Heart Association.

PREFERRED QUALIFICATIONS

Understanding of the mission and philosophy of technical education; Effective oral and written communication skills; Knowledgeable about methods of students' evaluation; Competent computer skills and ability to use common software programs (e.g., Microsoft Word, Excel, PowerPoint). The ability to implement technology into instruction.

COMPETENCIES

- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards
- Knowledge of the college's academic programs
- Oral and written communication skills
- Skill to work cooperatively with students, faculty, and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions
- Skill in the operation of computers and job-related software programs
- Decision-making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public

MAJOR DUTIES

ADMINISTRATIVE RESPONSIBILITIES

- Provides academic leadership for the Basic and Advanced Emergency Medical Technology (EMT/AEMT) Programs.
- Coordinates development, implementation, and evaluation of the EMT/AEMT curriculum.
- Develops the program's institutional effectiveness (IE) plan, budget, and Performance Accountability System (PAS) report.
- Assists with the planning for in-house program evaluations and Performance Accountability Review (PAR) visits.
- Plans the program advisory committee meetings and attends at least two meetings annually.
- Monitors alignment of the curriculum with state standards.
- Submits required information to the Georgia State EMS office for course approval.
- Coordinates the Basic and Advanced National Registry Emergency Medical Technician (NREMT) psychomotor exams.
- Obtains and orients clinical preceptors.
- Collaborates with admissions staff to ensure the admittance of qualified students
- Monitors student enrollment, retention, and placement data.
- Orients and mentors EMT/AEMT adjunct faculty.
- Directs departmental operations (e.g., preparation of term schedules, ordering of equipment, and supplies, inventory of instructional property, equipment, and materials).
- Demonstrates knowledge of current trends in EMT/AEMT education and practice.

- Maintains necessary program documents.
- Participates in recruitment activities for the College and program.
- Maintains open communication with adjunct faculty and the Dean of the School of Public and Professional Services to promote program effectiveness.
- Communicates faculty and students' concerns to the Dean of the School of Public and Professional Services.
- Completes adjunct faculty performance evaluations.
- Participates in the updating of program standards by attending state meetings and working with regional members.

INSTRUCTIONAL RESPONSIBILITIES

- Teaches courses in the EMT/AEMT program based on schedule needs.
- Develops and updates instructor guidebooks for each assigned course, which contain the course outlines, lesson plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.
- Develops and updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, and learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.
- Prepares for class by selecting appropriate learning experiences as evidenced by the following:
 - updating instructional materials such as handouts, syllabi, ordering supplies, and equipment.
 - Reproduction of materials and using a variety of learning modalities, including instructional technology to augment instruction.
- Maintains course content, which is current, well-organized, and related to course learning outcomes and to students' previous learning.
- Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
- Demonstrates knowledge of current trends in the programs' industry/business community and maintains contact with the business community and professional organizations.
- Submits and updates all paperwork and required reports on time, including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
- Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; updates in technology, and/or professional needs.
- Completes all staff development plan requirements each year and enters staff development activity Report into Compliance Assist promptly.
- Maintains credentials, licensure, and certifications required for teaching and for the profession.
- Engages in clinical practice activities on an ongoing basis.
- Demonstrates effective written and oral communication skills.
- Maintains control of the class during instruction as well as handles disruptions in the classroom/lab.

- Demonstrates respect for students as individuals.
- Demonstrates accessibility in dealing with students' needs both individually and as a group;
- Maintains posted office hours and communicates clearly to students.
- Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
- Counsels students with grades and attendance problems and refers students to the counseling center if needed.
- Accesses student information from school-wide student data systems for advisement and registration purposes.
- Demonstrates effectiveness in instruction as evidenced by analysis of student performance on written and performance assessments, and corrective actions taken to improve instructional delivery and student learning outcomes.
- Maintains a copy of up-to-date state program standards and program guides to use as a reference in curriculum development and revision.
- Actively participates with the assigned division team(s).
- Provides input into college governance through the division's Faculty Advisory (FAC) representative.
- Engages in activities that are of value to the community and responsive to the College mission, values, and goals.
- Performs other duties as assigned by the Dean of the School of Public and Professional Services.

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.