

**Position Announcement**

**November 2017**

**POSITION:** Emergency Medical Responder Lead Instructor

**Application Deadline:** November 29, 2017

**Projected Start Date:** Spring Semester, January 2018

**Position Status:** Adjunct

**POSITION DESCRIPTION:** Serve as lead instructor and course coordinator for Emergency Medical Responder class. Under general supervision, the purpose of the position is to provide a comprehensive educational instructional program committed to quality teaching and successful student achievement. Employees in this classification perform instructional work. Position is responsible for teaching classes and instructing students; clinical scheduling; preparing lesson plans; preparing tests; grading papers; and counseling and advising students. Performs related work as required. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

**LOCATION/SCHEDULE:** Putnam Career Academy

**MOVE ON WHEN READY:** This position will be teaching Move on When Ready classes in the high school setting at Putnam Career Academy and will follow the local school academic calendar. Actual working schedule may vary depending on the high school class schedule.

**MINIMUM QUALIFICATIONS:**

* Currently certified as a Georgia Emergency Medical Technician (EMT), EMT-Intermediate, Advanced EMT, Cardiac Technician, Paramedic, Registered Nurse, Physician’s Assistant, Physician.
* Eligible for certification as a Georgia Level I EMS Instructor.
* Three years paid work experience in field.
* Work experience must include the competencies, skills and knowledge levels that the instructor will be expected to teach.
* Occupational experience must meet the current requirements of the appropriate licensing boards for the area of instruction.

**PREFERRED QUALIFICATION:**

* Teaching experience at the post-secondary level.
* BCLS/ACLS/PALS/PHTLS or ITLS instructor certifications.
* Specialty provider and/or instructor certifications in fire and emergency related specialties are preferred; active participation in appropriate professional/occupational organizations; excellent human relations skills; computer skills and experience.
* Experience in BANNER, ANGEL/Blackboard and MS Office.

**SALARY / BENEFITS:**

Gross Fee Per Course. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**APPLICATION PROCEDURE:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

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| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu)

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.