

**Position Announcement**

## Paramedic/EMT Instructor/Adjunct

Columbus Technical College is seeking an individual to serve as a Paramedic/EMS Adjunct Instructor in our Health Sciences and Nursing Division. This individual will be responsible for classroom, laboratory and clinical instruction along with preparation of lesson plans for classroom, lab, and the clinical setting. This position will also require evaluation of student progress in attaining goals and objectives; attend staff development training, workshops, seminars, and conferences, and ensure all safety and security requirements are met in trainings. As an Adjunct Paramedic/EMT instructor this position will require additional duties as to include assisting with the process of obtaining and maintaining program accreditation requirements, as appropriate, preparing and maintaining all required documentation and administrative reports, and attending staff development training, workshops, seminars and conferences as required. **This position is part-time/non-exempt.**

**Responsibilities:**

Under General Supervision:

* Instruct students in the Paramedic/EMT Program
* Follow state standards in developing program and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives.
* Deliver effective individualized education methods to the classroom.
* Assist in maintaining management procedures and documentation as required by TCSG and CoAEMS accrediting bodies.
* Meet with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students.
* Assess and evaluate the educational needs of individual students and progress of the class in the curriculum.
* Ensure safety and security requirements are met in the training areas.
* Respond in a timely manner to administrative requests.
* Ensures consistency in syllabi, lesson plans, tests, and other appropriate material.
* Assist with recruitment, retention, and job placement efforts.
* Maintain program certification requirements, as appropriate
* Strong time management and organization skills.
* Effective written and oral communication.
* Keen observation, supervision, educational and evaluation skills.
* General Computer knowledge (Microsoft Word, Excel).
* Involvement in professional activities/organizations.
* Complete Preceptor orientation for Columbus Technical College EMS program within one month of hire.
* Other job related duties as assigned.

**Minimum Qualifications**

Required:

* Two years’ work experience in EMS/Paramedic field.
* Current Georgia Paramedic/AEMT License (as required in area of study).
* Current certifications in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS).

Preferred:

* Minimum of an Associate’s Degree or Diploma in Paramedicine, EMS, Fire, or a Health related field from a regionally accredited institution of higher education.
* State of Georgia Level II or Level III Paramedic/AEMT Instructor License.
* Instructor Certifications in BLS, ACLS; also beneficial to have Instructor certifications in pediatric, medical and trauma continuing education courses.
* Teaching experience of college level courses.
* Paramedic/EMT Licensure in state of Alabama.
* Completed State Training Course for EMS Preceptor, can be found under education at: <http://dph.georgia.gov/ems-classroom>

**Salary/Benefits**

Salary is commensurate with education and experience.

**Application Deadline**

Position available until filled; Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter, resume, copies of official transcript(s), and copies of appropriate licensure(s) at time of application (Incomplete submissions will not be considered).**Background check is required.**

**Employment Policy**

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, gender, 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 Investment Act of 1998 (WIA) 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.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.