**EMS Program Instructor (**FT**)**

**Location:** Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of EMS Program Instructor. Under general supervision of the Associate Vice President of Healthcare Technology, the instructor will provide a comprehensive educational instructional program committed to quality teaching and successful student achievement. He/she will be responsible for teaching classes and instructing students with a variety of instruction modalities, clinical scheduling, preparing lesson plans, preparing tests, grading papers, averaging grades, and counseling and advising students. He/she will prepare lectures and write course overviews and outlines, prepare class projects and case studies, and coordinate make-up tests with learning lab. The EMS Instructor will assist with registration, select textbooks, videos and internet activities, gather outside project materials, prepare attendance reports and administer the attendance policy. He/she will work on assigned committees, attend College-Wide events, and attend professional development, faculty meetings, and will keep current in accounting and business affairs via various media and events. The EMS Instructor will maintain certification as a licensed instructor/coordinator at the paramedic level. He/she will prepare and submit reports as required by program accreditation agencies, submit and maintain contractual agreements with all clinical agencies, and assist the program with meeting the requirements of CAAHEP accreditation. The EMS Instructor will assess student performance and work with faculty to advise students on academic issues, adhere to class schedules, and meet attendance standards. He/she will remain current in practices, trends and research related to areas of specialization or assignment. The EMS Instructor will employ appropriate assessment techniques to measure student performance in achieving course goals and objectives. He/she will identify and assess students who are in need of additional instruction to successfully complete the course objectives and provide additional instruction to those students as needed. He/she will promote the education/training program and participate in efforts to recruit and retain students. The EMS Instructor should have knowledge of methods of instruction, testing and evaluation. He/she should have skills to work cooperatively with students, faculty and staff, skills in preparation and delivery of classroom content, and skills to make timely decisions. He/she should have good problem solving skills, interpersonal relations skills and in dealing with the public. The EMS Instructor will maintain confidentiality relating to student matters and will demonstrate excellent written, verbal, computer literacy and communication skills.

**Minimum Qualifications:** The applicant MUST possess an Associate’s Degree from a regionally accredited institution \*AND\* have a current state licensure as a Paramedic, have field experience in the delivery of out-of-hospital emergency care \*AND\* have a current certification as a licensed instructor/coordinator at the paramedic level \*AND\* have current instructor certifications in CPR, ACLS, PALS or EPC, \*AND\* PHTLS \*OR\* ITLS.

**Preferred Qualifications:** The applicant MUST possess one (1) to three (3) years of teaching experience as a licensed instructor/coordinator at the paramedic level \*AND\* have knowledge about national program accreditation, National registry \*AND\* state certification/licensure.

**Physical Demands:** Work is typically performed in a classroom and technical labs/areas with intermittent sitting or walking in various settings. The work typically requires physical movement and positions for extended time periods, including bending and lifting while standing, sitting and lying prone. The work typically requires visual and auditory acuity necessary to work in the technical area. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Work schedule may include evening, weekend and online courses, as assigned. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). 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. Albany Technical College is an equal

opportunity employer and does 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, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |

***If we are interested in scheduling an interview, a representative from our college will contact you***