

**ALBEMARLE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Emergency Medical Technician Instructor/Education Coordinator PT HOURS: 12:00PM-3:30PM	LOCATION: CATEC
	JOB CLASS CODE:
IMMEDIATE SUPERVISOR: Director – CATEC	PAY GRADE: Teacher
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Performs instructional duties to high school students enrolled in the Emergency Medical Technician curriculum provided by the Career & Technical Education Center to area high schools. Central to the program is the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students and preparing the students for EMT certification. The CATEC course is dual enrolled at PVCC and the instructor must meet requirements for dual enrollment instruction.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to, the following actions:

- Meets and instructs the students(s) in the locations and at the time designated and/or coordinates scheduling of qualified instructors under the direction of the Director;
- Develops and maintains the physical environment of the classroom and lab that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Integrates the use of technology and academic skills in the development of technical skills;
- Maintains and integrates current occupational competencies;
- Encourages students to set and maintain high standards of classroom behavior;

Provides an effective program of instruction to include:

- Utilizes a variety of Instructional skills;
- Demonstrates knowledge of child growth and development;
- Utilizes materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Documents and submits student progress, grades, attendance, and completion of competencies following policies and practices;
- Maintains and upholds school policies and procedures;
- Maintains records as required by law, system policy, and administrative regulations;
- Assists in upholding and enforcing school rules and administrative regulations;
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty and department meetings;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Establishes and maintains cooperative professional relations with others;
- Assists students in the development of student portfolios;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;
- Provides an effective, up-to-date learning laboratory;
- Maintains inventory of equipment and instructional supplies;
- Develops effective working relationship and advisory committee with local businesses;
- Orders, sets-up, maintains, and monitors use of health care equipment and material;
- Maintains a clean and organized work environment.

TEACHER

POSITION DESCRIPTION

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of managing an Emergency Medical Technician classroom and curriculum to include the basic skills and knowledge to begin work as an Emergency Medical Technician. Students focus on the role and responsibilities of emergency rescue workers, basic medical terminology, and health care skills that include first aid; cardiopulmonary resuscitation; aseptic technique; and related anatomy, physiology, and disease knowledge. Supervised work education is provided in a hospital or with rescue squads and is managed by the HOE teacher.

An ideal candidate would have the following:

- 3 - 5 years of experience/desire to work with high school aged students.
- Willingness to be flexible and adapt to change
- Enthusiasm for the teaching profession
- Ability to take initiative and maintain control of the classroom.
- Thorough knowledge of instructional methods and presentation strategies for high school student learners.
- Ability to create a classroom/laboratory that fosters mutual respect with students and an exciting, positive, project based learning environment.
- Ability to coordinate and support regular student competitions, work-study, and internships experiences with community partners for students.
- Communication skills appropriate for interaction with fellow teachers, assistant teachers, Center staff, parents, and the community.
- Ability to collaborate with local businesses to build and maintain a program advisory council.

EDUCATION AND EXPERIENCE

The candidate must possess, and maintain, a current Virginia Education Coordinator certification in accordance with the Virginia Emergency Medical Services Regulations (12 VAC5-31) and an Associate's degree or greater in the field.

Candidates must hold, be eligible for, or be willing to obtain a Virginia Collegiate Professional or Technical Professional licensure with endorsement in applicable subject area. Candidate must have two years of occupational experience as an Emergency Medical Technician within the previous five years. Experience should include varied responsibilities, such as direct patient care, supervision, and education.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting commiserate with physical expectations for EMTs, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with other staff members and parents is required. Occasional contact with medical professionals may be required. Frequent contact with parents by phone and in person is necessary.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date revised: April 2017