

Job Title	Department Head/Instructor for Paramedic Technology
Department	Allied Health and Nursing
Reports To	Dean, Allied Health and Nursing

Employment Terms

Full Time- Salaried

Qualifications

Education	A minimum of a Bachelor's degree in a related field from a regionally accredited institution of higher learning
Professional	Current Georgia licensure and national certification as a Paramedic Current certifications as an Emergency Services Instructor (Level III), Advanced Cardiac Life Support (ACLS) Instructor, Pediatric Advanced Life Support (PALS) Instructor, International Trauma Life Support (ITLS) Instructor or Pre-Hospital Trauma Life Support (PHTLS)
Experience	A minimum of three years of full-time work experience as a Paramedic within the last seven years
Desirable Knowledge, Skills, and Abilities	Effective oral and written communication skills. Knowledgeable about methods of evaluation, testing, and evaluation of students. Prior experience in the development, administration, and evaluation of Paramedic and EMT programs. Computer skills and ability to use common software programs (i.e. Microsoft Word)

RESPONSIBILITIES

Administrative Responsibilities

1. Provides academic leadership for the Paramedic and EMT programs.
2. Coordinates development, implementation, and evaluation of the Paramedic and EMT curriculum.
3. Monitors alignment of the curriculum with state standards.
4. Collaborates with admissions staff to ensure the admittance of qualified students.
5. Monitors student enrollment, retention, and placement data.
6. Coordinates program accreditation and Performance Accountability Review (PAR) visits.
7. Prepares annual program budget, institutional effectiveness plan, and the Performance Accountability System (PAS) report.
8. Participates in the selection and orientation of Paramedic and EMT faculty.
9. Coordinates program advisory committee and attends at least two meetings annually.
10. Directs departmental operations (i.e. preparation of quarterly schedules, ordering of equipment and supplies, inventory of instructional property, equipment, and materials).
11. Maintains necessary program and College documents.
12. Participates in recruitment activities for the College and program.
13. Conducts departmental meetings and maintains minutes and agenda.
14. Provides input to the academic dean for program faculty's annual performance evaluation.
15. Participates in the updating of state program standards by attending state meetings and working with consortium members.

Instructional Responsibilities

1. Teaches courses in the Paramedic programs based on schedule needs.
2. Develops/updates instructor guidebooks for each assigned course, which contain course outlines, lessons 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.
3. Develops/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, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
4. Develops lesson plans for assigned courses.
5. 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.
6. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.
7. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning.
8. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by Augusta Technical College; job placement and follow-up; financial aid; library resources; and bookstore operations.
9. Demonstrates knowledge of the program's industry/business community and maintains contact with business persons and

- professional organizations.
10. Submits/updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
 11. Selects staff development activities based on the following: student evaluations; instructor evaluation; changes in business and industry; changes in technical education; updates in technology; and/or professional needs.
 12. Completes all staff development plan requirements each year and submits staff development 503 activity reports promptly.
 13. Maintains credentials, licensure, and certifications required for teaching and for the profession.
 14. Demonstrates excellent written and oral communication skills.
 15. Maintains control of class during instruction as well as handles disruptions in the classroom/lab.
 16. Demonstrates respect for students as individuals.
 17. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
 18. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations.
 19. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
 20. Completes schedule changes and terminations forms as needed.
 21. Demonstrates excellence in instructional delivery as indicated by analysis of student performance on departmental test banks and/or corrective actions taken to improve instructional delivery system.
 22. Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
 23. Participates in graduation exercises, open house, and other Augusta Technical College activities.
 24. Performs other duties as assigned by the Dean of Allied Health and Nursing.

Transcript Requirements

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

Pre-Employment Screening

Pre-Employment background checks are required

Portfolio Requirement

A portfolio evidencing career experiences in Paramedics is required as a part of the applicant review process.

Application Deadline

The position is open until filled. Applications can be obtained online at the Augusta Technical College website. The College web address is www.augustatech.edu

Please submit application, letter of interest, resume, transcripts and **portfolio** to the following address:

Human Resource Office
3200 Augusta Tech Drive
Augusta, GA 30906

Contact

Please contact Shirley Rouse, Human Resource Specialist for questions by telephone at (706) 771-4026 or e-mail srouse@augustatech.edu

Salary

Commensurate with education and work experience in placement on State Salary Schedule

EOE/MFDV