

FIRST COAST TECHNICAL COLLEGE

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INSTRUCTIONAL
JOB VACANCY

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Beginning Date: June 10, 2010

Closing Date: June 23, 2010

EMS PART-TIME INSTRUCTORS

Part-time Positions

No Benefits

\$ 25.85 Hourly

Job Location: Assigned location by Program Coordinator

Reports To: Margo Stevens, EMS Program Coordinator

Submit Application To: JoJean Ponce, Human Resources
904 547-3302 fax 904 547-3305
First Coast Technical College
2980 Collins Avenue
St. Augustine, Florida 32084
jojean.ponce@fctc.edu

Application Deadline: June 23, 2010

Procedure for Submitting Applications:

All applicants are required to submit (1) a letter of intent, (2) completed FCTC employment application and (3) a minimum of two references by the deadline date in order to be considered for this position. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training and experience. List names, addresses and phone numbers of at least three references, one of which must be your last employer. Home phone number and/or a business phone should be included. Missing information will constitute an incomplete application and the applicant may be eliminated from consideration.

- First Coast Technical College is a drug-free workplace. Drug testing is mandatory for all new employees.
- If you transfer into a safety-sensitive position that requires a commercial driver's license (CDL), you will be subject to the Omnibus Transportation Employee Testing Act requirements for drug testing.

FIRST COAST TECHNICAL COLLEGE

Job Description

Adjunct EMS Vocational Instructor

QUALIFICATIONS:

- (1) Florida certified Paramedic.
- (2) Hold current BLS and ACLS provider/instructor certification.
- (3) BTLS or equivalent certification.
- (4) Six years full time experience in vocational field.
- (5) Six weeks experience in field within last five years.
- (6) A.S. Degree preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to follow oral and written instructions.
- (2) Ability to effectively communicate orally and in writing.
- (3) Ability to make intelligent, well thought out decisions.
- (4) Ability to work with people.

REPORTS TO:

Program Coordinator/Director

JOB GOALS:

A person employed in an official capacity for the purpose of guiding and directing the learning experiences of students in EMS vocational programs.

PERFORMANCE RESPONSIBILITIES:

- (1) Maintain a professional image in the areas of:
 - a. Appearance
 - b. Demeanor
 - c. Rapport
 - d. Personal behavior
- (2) Maintains a good state of physical fitness.
- (3) Maintains emotional suitability for instructing.
- (4) Demonstrates a professional attitude.
- (5) Demonstrates basic performance skills in trade area, current technical knowledge and related knowledge and skills.
- (6) Demonstrates professional performance by:

- a. Planning and instruction.
 - b. Securing and maintaining proper materials, equipment and supplies through appropriate methods.
 - c. Preparing for instruction.
- (7) Provides effective classroom organization, management and implementation by:
- a. Motivating students to achieve the cognitive, affective and psychomotor skills and objectives of the program.
 - b. Manage classroom, environment and materials to be conducive to learning.
 - c. Guide student behavior so that skills and competencies are achieved.
 - d. Be accessible for counseling when needed on individual basis.
 - e. Demonstrate a sufficient variety of teaching methods, techniques and strategies.
 - f. Teach and reinforce employability skills.
 - g. Teach and strictly enforce safety rules.
 - h. Maintain essential records to show student placement in program.
 - i. Accurately complete records on time.
 - j. Provide evidences needed for meeting standards for program review and accreditation.
- (8) Evaluate effectiveness of program and refine curriculum as based on this evaluation.
- (9) Other duties as assigned by the program coordinator or required by FCTC Board Policy.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Part-time, on as-needed basis

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on personnel evaluation.