

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: January 15, 2016

Position: Emergency Medical Services Instructor

Minimum Qualifications:

1. Associate's degree in EMS related field or Bachelor's degree in health related field from an accredited institution **required**.
2. Minimum of five (5) years full-time EMS field experience **required**.
3. Licensed, currently-credentialed State of Alabama EMT Paramedic **required**.

Job Functions: This is a full-time teaching position with responsibility for planning, preparation, and presentation of quality instruction and for otherwise contributing to the fulfillment of the college's mission. This position includes all responsibilities of a full-time instructor and may include the additional responsibilities related to the coordination and implementation of educational services in the clinical setting according to standards of the EMS Program. This position reports to the Program Director.

Essential Job functions: In the essential job functions defined in the Instructor Job Description below, elements of clinical coordination have been included, which may also be fulfilled in the following job functions by the EMS Instructor position, in support of, or as, the Clinical Coordinator (EMS Instructor). The employee will:

1. Manage EMS clinical skills labs and clinical rotations.
2. Recruit, train, and supervise Field preceptors.
3. Prepare, present and track clinical skills instructional experiences.
4. Function as the program's liaison to clinical rotation sites.
5. Be responsible for instruction in the appropriate teaching environment(s) and evaluates student learning.
6. Coordinate the delivery of assigned EMS course to include the involvement of one or more EMS Assistant Instructor.
7. Be responsible for class and laboratory preparation and maintenance of laboratory equipment.
8. Prepare, present and track laboratory skills instructional experiences.
9. Participate in curriculum development and evaluation, and recommends new or revised curriculum.
10. Provide academic advising to students.
11. Perform department/program responsibilities.
12. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
13. Follow institutional policies and procedures and fulfill the terms of one's employment.
14. Fulfill other duties and responsibilities as assigned by appropriates.
15. Serve on College committees as assigned.

Salary: \$45,041 to \$71,266 based on State Board of Education Salary Schedule D-1 and experience.

Application Deadline: 4:30 p.m., February 08, 2016

Application Procedure: A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from dates from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualification" section, verification from previous employer(s) required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> (For clarification, please contact Human Resources).
5. Proof of current license and credentials.

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215

Phone: (205) 856-8598 or 856-7899 or Fax: (205) 856-7720

Email: HumanResources@jeffstateonline.edu

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

EQUAL OPPORTUNITY EMPLOYER