GORDON COOPER TECHNOLOGY CENTER

JOB DESCRIPTION

Job Title: Emergency Medical Services Instructor
Department: BIS

Supervisor: Asst. Superintendent of BIS
Personnel Classification: Non-Certified

Job Summary: Plan, organize, and teach paramedic and other emergency medical services, health, and safety subjects. Regular attendance is expected.

Essential Processes:
1. Teach Paramedic and other EMS classes, Continuing Education workshops and customized training as needed by industry.

2. Plan, organize and schedule classes to meet the needs of students.

3. Actively participate in curriculum development and review.

4. Evaluate students on a recurrent basis to provide timely indications of students’ progress toward competencies and knowledge required for successful completion of the program and certification.

5. Prepare to work some flextime (evenings) to teach classes as needed.


7. Maintain records and reports as required by state agencies, the Oklahoma Department of Career and Technology Education, the local administration, and other accreditation entities.

8. Develop and maintain community/business contacts and participate with advisory committee functions to keep up with the most current industry needs.

9. Provide academic, personal, and behavioral counseling to students to support their successful completion of the program requirements and to insure their future success in the Emergency Medical Services field.

10. Maintain classroom and laboratory equipment

11. Oversee and act as advisor for the EMS student organization

12. Assist in other duties as assigned by the Superintendent, Assistant Superintendent, or board of education.
**Education:**  Current National Registry of EMTs certification at the Paramedic level
Current (unrestricted) Oklahoma State Department of Health Paramedic License
Approved Oklahoma EMS instructor at the Paramedic level
Advanced Cardiac Life Support instructor
Basic Life Support instructor
Pediatric Life Support instructor
Pre-Hospital Trauma Life Support instructor
Bachelor’s degree preferred

**Experience:**  Position requires 1 to 3 years of experience with the last five years as a paramedic.
Training or teaching experience preferred.

**Physical Requirements:**
Strength – Light walking and sitting required. Some lifting and carrying of training materials required. Other physical demands – talking, hearing.

**Mental Requirements:**
- Must be able to maintain calm, logical behavior under pressure and in stressful situation.
- Must be able to effectively deal with people and differing personality types.
- Must be able to work with people to accomplish organizational goals.
- Must have good problem solving skills.
- Must be able to build quick rapport with business organizations and clients.

**Working Conditions:**  Indoor some Outdoor
Periodic traveling required usually within the school district but sometimes statewide.

**Equipment used:**
Personal Computer
Computerized Training Equipment
Printers
Copier
Telephone system

**Hours:**  Primarily 8:00 a.m. – 5:00 p.m.
Flexible hours will be required to successfully perform job.