

Request for Creation or Amendment to Classification Specification

Purpose

The purpose of this document is to provide a streamlined approach for customer departments to submit proposed new or amended classification specification requests to the Human Resources Department for review. Providing clear explanations and attaching supporting documentation will provide the Human Resources department with a base of information in which to conduct further market research if needed.

Name of classification specification to be created or amended:

Emergency Communications Instructor

Is there a current city class specification that can be used or amended instead of the proposed/amended class specification? Please list/describe review completed to make this determination. *(All specifications reviewed should be included.)*

No. This position will be part-time and will need posted on an ongoing and/or as-needed basis (dependent on training needs/available staffing numbers/etc.). The position hours will fluctuate depending on the training needs of the department. The City does not have any part-time instructor positions currently.

Are there any similar classification specifications in other municipalities or agencies? Please list/describe review completed to make this determination. *(All specifications reviewed should be included.)*

There were not an abundance of similar classification specifications, as most positions are at a college or university, or are for an EMS instructor. However, several of those classifications gave us a starting basis for duties, pay, and work performed.

- City of Cincinnati Classification Specification-Law Enforcement Instructor (is a full-time position, but hourly rate was used as a basis for this part-time role)
- City of Columbus-EMS Instructor 1
- Instructor (Communications/911) (Dallas Police)
- Teaching Faculty in Emergency Medical Services
- EMT Instructor
- Emergency Medical Services Instructor - PT Hourly (Milwaukee county)
- ADJUNCT FACULTY, Continuing Education - 9-1-1 Dispatch Operator Instructor

Please describe in detail the reason for the creation of a new classification specification or reasons for amendments to be made. For example: Are the proposed amendments based on industry standards? Are the proposed amendments based on changes in industry education or certifications? (*Attach any supporting documentation that supports the need for a new classification or amendment to the current class specification*).

The ECC is actively working to ensure a robust training and quality assurance program, both for new hires and for current employees. This involves a highly structured new hire training program (E911 Operator), promotional training programs (Operator and Dispatcher, Emergency Services Dispatch Supervisor), as well as remedial training and continuing education. The ECC's Emergency Communications Assistant Manager (Training/QA) oversees these programs. With the constant hiring at the ECC, which involves weeks of classroom instruction and on-the-job-training, the ECAM's primary focus is on getting our new hires trained and ready to work independently. The creation of a part-time Instructor would allow for the ECC to ensure that all employees are receiving continuing education and re-training on a consistent basis, especially as new technologies emerge in the industry. Because of the nature of the job duties, the hours and availability of this position will fluctuate.

Will any other similar classifications within the city be impacted by the proposed creation or amendment of this classification specification?

No.

Will the creation or amendment of this classification specification have an effect on the internal candidate pool?

Not applicable.

List or attach any other market research that has been done to support the creation or changes to this classification specification. (helpful websites include: O*NET, Dictionary of Occupational Titles, Bureau of Labor Statistics, GovLoop, Salary.com, and Payscale.com, other similar agencies, etc. Please include the source used)

Research/Specifications attached.

Submitted by: Kelsey Braido
(Department Representative)

Reviewed by: _____
(HR Analyst)

Note: Amendments to AFSCME classifications may require up to 30-day review before classifications are submitted to Civil Service Commission for review and approval. Amendments to CODE positions include Human Resources Department notification to the CODE president.

EMERGENCY COMMUNICATIONS INSTRUCTOR (PART-TIME)

Class Title

Emergency Communications Instructor

Class Code

###

Salary

\$27.14 to \$29.21 per hour

Division 4 (Part-Time Unclassified position)

General Statement of Duties

The primary function of the Emergency Communications Instructor is to provide continuing education instruction to Emergency Communications Center personnel on topics such as 9-1-1, dispatch and emergency communications best practices, protocol systems, 9-1-1 technology and PSAP operations. A person in this role will provide one-on-one and classroom-based refresher education for 9-1-1 call-taking and police dispatching staff. The instructor will develop lesson plans and deliver engaging training to develop the skills of department staff. The instructor will work under the direction of the ECC Training Manager.

Minimum Qualifications (KSAs)

(Illustrative only. Any one position may not require all of the listed KSAs nor do the listed examples include all the KSAs which may be required.)

Knowledge of:

Computer aided dispatching methods, systems, and equipment as applied to law enforcement, fire, and EMS dispatching.

911 and all related telephone systems/call handling. All phases of emergency communications. Knowledge of Association of Public Safety Communications Officials (APCO) Telecommunicator, Emergency Medical Dispatch, and Communications Training Officer training principles.

Department policies, procedures, principles, and practices.

Effective teaching and learning techniques.

Motivational and organizational skills.

Ability to:

Conduct formal instructor lead and informal telecommunicator training.

Develop training materials pertaining to 911 telephone, Computer Aided Dispatch, and radio communications systems.

Read, understand, and interpret operating procedures and to communicate orally and in writing.

Provide continuous attention to safe working and operating procedures.
Provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems.
Use a personal computer or word processor to develop and/or maintain lesson plans, spreadsheets, databases, and presentations.
Effectively evaluate trainees and provide additional instruction as needed.
Program and operate audio visual equipment.
Perform moderate to strenuous physical activity.
Work irregular hours.
Successfully pass a police records and background investigation.
Ability to travel to obtain additional training and certification.

Skill to:

Currently possess, or be able to obtain/maintain the following certifications:
APCO Public Safety Telecommunicator (PST) Instructor
APCO Communications Training Officer (CTO) Instructor
IAED Emergency Medical Dispatcher
IAED Medical Instructor
IAED Emergency Telecommunicator Course (ETC) Instructor

Required Education and Experience

Each applicant must have ten (10) years of experience as a 9-1-1 telecommunicator -OR- three (3) years of experience as a 9-1-1 Communications Training Officer -OR- three (3) years of experience as a 9-1-1 center supervisor -OR- combination of applicable APCO, NENA or IAED training, certifications and public safety experience. Experience must have occurred within the last five years.

OTHER REQUIREMENTS

This is a sensitive classification, and each applicant must successfully pass a police records and background check, and be able to remain certified as a Criminal Justice Information Systems operator.

May be required to assist with other training within the Emergency Communications Center as directed by the ECC Director or Training Manager.

May be required to travel to obtain additional training and certification pursuant to this job classification.

May be required to instruct training courses during business hours, in the evening and on weekends.

MILITARY EDUCATION & EXPERIENCE EVALUATION

Military education and experience may be substituted for college level course work at the lower and upper division baccalaureate and graduate levels and apprenticeship training at the vocational certificate level on a case by case basis based on the American Council on Education (ACE) Military Guide recommendations.

Examples of Work Performed

(Illustrative only. Any one position within this classification may not include all of the duties listed nor do the listed examples include all of the tasks which may be performed.)

Instructs Department personnel in emergency call-taking protocols, dispatching protocols, 9-1-1 center technology, software and operations.

Assists in the coordination of training programs and the development of lesson plans.

Plans, organizes, schedules, and directs activities corresponding to Emergency Communications Center staff continuing education.

Prepares and maintains records and reports associated with training and certifications in a computer database.

Maintains, or obtains if needed, instructor certifications related to emergency communications.

Maintains, or obtains if needed, instructor certification in CPR.

Transports training equipment as needed.

Perform related work as required.

Probationary Period

Twelve months

Supervision Exercised

No formal supervisory responsibilities; however, will instruct, train, and direct Department personnel involved in training exercises and provide feedback to the Emergency Communications Assistant Manager regarding employees satisfactory completion of those training exercises.



LAW ENFORCEMENT INSTRUCTOR (ACADEMY)

Class Code:
029

Bargaining Unit: AFSCME

CITY OF CINCINNATI
Established Date: Jul 1, 2012
Revision Date: Sep 26, 2016

SALARY RANGE

\$27.14 - \$29.21 Hourly
\$2,171.04 - \$2,336.70 Biweekly
\$56,447.00 - \$60,754.31 Annually

GENERAL STATEMENT OF DUTIES:

The primary function of the Police Academy Law Enforcement Instructor is to instruct Department personnel and community members in firearms, driving, emergency vehicle operation, physical fitness, defensive tactics, basic peace officer, field training officer/supervisor, in-service, roll-call, remedial, refresher, and community law enforcement educational training programs. Other duties as related or assigned.

MINIMUM QUALIFICATIONS (KSAS):

(Illustrative only. Any one position may not require all of the listed KSAs nor do the listed examples include all the KSAs which may be required.)

Knowledge of:

Department policies, procedures, principles, and practices.
Effective teaching and learning techniques.
Neighborhood/Community Problem Oriented Policing (CPOP).
SARA problem-solving methodology.
Motivational and organizational skills.

Ability to:

Read, understand, and interpret operating procedures and to communicate orally and in writing.
Provide continuous attention to safe working and operating procedures.
Provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems.
Use a personal computer or word processor to develop and/or maintain lesson plans, spreadsheets, databases, and presentations.
Effectively evaluate trainees and provide additional instruction as needed.
Program and operate audio visual equipment.

Perform moderate to strenuous physical activity.
 Work irregular hours.
 Successfully pass a physical ability test.
 Successfully pass a police records and background investigation.
 Ability to travel to obtain additional training and certification.
 Provide continuous attention to safe working and operating procedures
 Support Neighborhood/CPOP initiatives.

Skill to:

Currently possess, or be able to obtain/maintain the following certifications:

OPOTA instructor certification in Instructional Skills
 OPOTA instructor certification in Chemical Aerosol
 OPOTA instructor certification in Subject Control
 OPOTA instructor certification in Basic Academy Driving
 OPOTA instructor certification in Vehicle Patrol Techniques
 OPOTA instructor certification in Physical Conditioning
 OPOTA instructor certification in Semi-automatic Pistol
 OPOTA instructor certification in Shotgun
 Certification in CPR
 Certification in Simunition® Scenario
 Certification in TASER
 Certification in Critical Injury and First Aid
 Certification in Stops and Approaches
 Certification in Patrol Techniques

REQUIRED EDUCATION AND EXPERIENCE:

Possess ten years of professional work experience as a sworn peace officer. Experience must have occurred within the last five years.

OTHER REQUIREMENTS

Possess a valid Driver's License.

This is a sensitive classification and each applicant must successfully pass a police records and background check.

May be required to assist with other training within the Police Department as directed by the Police Chief or Training Unit Commander.

May be required to travel to obtain additional training and certification pursuant to this job classification.

MILITARY EDUCATION & EXPERIENCE EVALUATION

Military education and experience may be substituted for college level course work at the lower and upper division baccalaureate and graduate levels and apprenticeship training at the vocational certificate level on a case by case basis based on the American Council on Education (ACE) Military Guide recommendations.

EXAMPLES OF WORK PERFORMED:

(Illustrative only. Any one position within this classification may not include all of the duties listed nor do the listed examples include all of the tasks which may be performed.)

Instructs Department personnel and community members in firearms, driving, emergency vehicle operation, physical fitness, defensive tactics, basic peace officer, field training

officer/supervisor, in-service, roll-call, remedial, refresher, and community law enforcement educational training programs.

Performs maintenance or needed repair of simulators and associated equipment.

Maintains an inventory of all equipment associated with the simulators.

Assists in the coordination of the following training programs: defensive tactics, basic peace officer, in-service, roll-call, remedial, refresher, and community law enforcement educational training programs.

Plans, organizes, schedules, and directs activities corresponding to the firearms training and simulators.

Prepares and maintains records and reports associated with firearms training and simulators related training.

Maintains, or obtains if needed, Ohio Peace Officer Training Commission instructor certification in topics including, but not limited to: basic peace officer, driving, firearms, physical fitness, and defensive tactics.

Maintains, or obtains if needed, instructor certification in CPR, SIMUNITIONS, impact weapons, chemical irritant, and the use of electronic control devices.

Transports training equipment as needed.

Supports Neighborhood/CPOP initiatives.

PROBATIONARY PERIOD:

Twelve months

SUPERVISION EXERCISED:

No formal supervisory responsibilities; however, will instruct, train, and direct Department personnel involved in training exercises.

**EMS Instructor I**Class Code:
1626

CIVIL SERVICE COMMISSION

Bargaining Unit: AFSCME 1632/2191

CITY OF COLUMBUS

Established Date: Nov 30, 1987

Revision Date: Apr 24, 2017

SALARY RANGE

\$27.02 - \$44.00 Hourly

DEFINITION:

Under general supervision, is responsible for performing all phases of entry-level, refresher, paramedic, and continuing medical training for the Division of Fire; performs related duties as required.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists in preparing and conducting training classes to instruct enrollees in the proper techniques and procedures to be used when rendering emergency medical care;

Conducts in-service training sessions for enrollees involved with rendering emergency medical care;

Participates in classroom training and demonstration of various methods, techniques, and practices followed when rendering emergency medical care;

Provides one-on-one tutoring, mentoring, and coaching for students;

Prepares lesson plans, instructional plans, individual progress reports, grade sheets and other related records;

Rides along on emergency runs to observe trainees or current paramedic staff rendering emergency medical care treatment; aids and assists trainees or current staff as warranted;

Operates a variety of audio-visual aids and equipment such as, videotape recorders, software, and others for training purposes;

Conducts EMS skill labs;

Stays current in any curriculum changes in Paramedic, EMT, or any other pre-hospital personnel educational issues.

MINIMUM QUALIFICATIONS:

Possession of a valid State of Ohio EMS Instructor Certificate. (Substitution: Possession of a valid Continuing Education Instructor or EMS Assistant Instructor certificate issued by the State of Ohio Emergency Medical Services.)

Possession of a valid State of Ohio certification/licensure as a Paramedic, Registered Nurse, or Physician Assistant. (Substitution: Possession of a National Registry of Emergency Medical Technicians - Paramedic Certification may be substituted for the State of Ohio Paramedic Certificate.)

Upon completion of the probationary period, appointees must possess the following: Valid State of Ohio EMS Instructor Certificate **AND** valid State of Ohio certification/licensure as a Paramedic, Registered Nurse, or Physician Assistant; valid American Heart Association (or nationally accredited equivalent) Instructor Certificate in Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS).

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the current EMT and Paramedic national education standards; thorough knowledge of all applicable professional standards in emergency medical care and education; considerable knowledge of modern techniques used in the care and emergency treatment of cardiovascular, trauma, medical, pediatric, and geriatric patients; general knowledge of training methods and techniques for adult learning; general knowledge of training aids such as audio-visual equipment, overhead projectors, video-tape recorders, LCD projectors, and others; ability to operate a computer and utilize related software; ability to conduct varied learning environments including classroom lectures, demonstrations, and hands-on practices; ability to conduct self-reflective activities to facilitate improved student practice; ability to bend or stoop repeatedly or continually over time to demonstrate emergency medical procedures; ability to make skillful, controlled manipulations of small objects in order to use medical equipment; ability to communicate effectively both orally and in writing; ability to comprehend and make inferences from written materials; ability to develop solutions to work problems; ability to develop and maintain effective working relationships with City employees, hospital liaisons, and the public; ability to work a varying work schedule.

PROBATIONARY PERIOD:

365 Days

EXAM TYPE:

Noncompetitive

Q Enter Company/Job title keyword

United States

Search



Salary

([https://www.salary.com/tools/salary-calculator/search?keyword=instructor+\(communications%2f911\)\(dallas+police\)](https://www.salary.com/tools/salary-calculator/search?keyword=instructor+(communications%2f911)(dallas+police))))



Company

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Instructor (Communications/911)(Dallas Police)

POSTED ON 10/10/2020 CLOSED ON 10/24/2020

City of Dallas Downtown Dallas, TX Full Time

Job Posting for Instructor (Communications/911)(Dallas Police) at City of Dallas

For information related to *Essential Functions, Knowledge, Skills & Abilities Required to Perform Work*, and *Working Conditions & Hazards* of this position, click here. Locate and click on the position title to view the job classification specification.

For evaluation purposes, acceptable qualifying experience for all positions must have been in a paid capacity unless noted otherwise in the minimum qualifications for the posted position.

Additionally, 30+ hours per week will be counted as full-time employment and will receive full credit for the amount of time employed. A minimum of 15 through 29 work hours per week will be counted as part-time employment and will receive half credit for the amount of time employed.

Vacancies currently available in the following department: Dallas Police Department

EDUCATION:

High school diploma or GED

EXPERIENCE:

Five (5) years of experience as a 911/Emergency call-taker, police dispatcher and/or TCIC/NCIC full operator experience

EQUIVALENCY(IES):

Associate's degree (or higher) in a business, education or social science field will substitute for two (2) years of the specified experience

LICENSE(S) and/or CERTIFICATION(S):

Basic proficiency (or higher) Telecommunicator Certificate issued by the Texas Commission of Law Enforcement (TCOLE)

Must be able to obtain TCOLE-Instructor License within six (6) months of appointment

[View More](#)

Apply for this job

Receive alerts for other Instructor (Communications/911)(Dallas Police) job openings

Salary.com Estimation for Instructor (Communications/911)(Dallas Police)

\$39,146 to \$55,843

Sign up to receive alerts about other jobs with skills like those required for the **Instructor (Communications/911)(Dallas Police)**.

Click the checkbox next to the jobs that you are interested in.

Data Control Skill

Data Entry Clerk III ⓘ
Income Estimation: \$39,349 - \$51,544

Data Control Clerk II ⓘ
Income Estimation: \$41,254 - \$54,876

Data Entry-Keyboarding Skill

Data Entry Clerk III ⓘ
Income Estimation: \$39,349 - \$51,544

Accounts Payable/Receivable Clerk II ⓘ
Income Estimation: \$39,851 - \$49,735

⚠ This job has expired.

Apply for this job and sign up for alerts

Not the job you're looking for? Here are some other **Instructor (Communications/911)(Dallas Police)** jobs in the **Downtown Dallas, TX** area that may be a better fit.

Ad my.criminaljusticepursuit.com/911-dispatcher ▼

911 Dispatcher Courses - Now Enrolling March 2021

Use the Free School Finder and Get Info on How to Become a **911** Dispatcher Today. Hands-on classes. Classes start soon. Free school search. Free application. Credits may transfer. Accelerated courses. Courses: Public Safety Procedures, Radio Technology, Medical **Communication**.

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Dallas - Ft. Worth Auto Sales Jobs , Watauga, TX



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Emergency Medical Technician (EMT) Instructor

Spec Group Operations Development Inc.

Modesto, CA 95350

Employer actively reviewed candidates 6 days ago

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Job details

Salary

\$18 - \$25 an hour

Job Type

Full-time

Part-time

Contract

Number of hires for this role

5 to 10

Qualifications

- EMT Certification (Required)
- High school or equivalent (Preferred)
- BLS Certification (Preferred)

Full Job Description

Instructor: Emergency Medical Technician (EMT)

TEACHING LOCATION: Academy for Professional Development Modesto, CA

Salary and hourly: Dependent upon experience.

Full Time and Part Time Available instructor positions.

Job Duties

Teach Emergency Medical Technician, CPR , and other certification courses including lecture and skills content, in the classroom, lab, and/or clinical setting.

Teach day, evening, and/or Saturday classes or classes at one or more sites as required.

Participate in departmental duties including, but not limited to, curriculum development, selection of appropriate instructional materials, revisions of testing materials, and completing course SLOs.

Assist in student recruitment, enrollment, and clinical placements.

Perform duties associated with instructing students and assessing their progress in relation to identified student learning outcomes.

Participate in assessment necessary for program evaluation and revision.

Maintain departmental policies in the classroom and maintain accreditation standards.

Develop and maintain a positive working relationship with professional training sites.

Minimum Qualifications

Demonstrated knowledge, skills, and abilities to work with students with disabilities, various sexual orientations, and diverse academic, socioeconomic, cultural, and ethnic backgrounds (Required).

Earned Bachelor's Degree from an accredited institution, or equivalent foreign degree, plus two years of professional experience directly related to the faculty member's assignment; OR THE EQUIVALENT ; OR time in service and experience within an EMS agency and have run 911, IFT to all levels of hospital ER Care where EMT are authorized to work.

The State EMS authority and local EMS regulations requires that all instructors of EMT programs maintain current California licensure as a Paramedic and or EMT and must complete a minimum of 40 hours of education in adult learning principals, which may be achieved ongoing through the school.

Desirable Qualifications

1. Experience with innovative teaching practices, especially medical simulation.
2. Knowledge of research principles and ability to apply evidence-based medicine to teaching practice.
3. Current instructor certifications.
4. Two years of Emergency Medical experience within the past five years.
5. Experience as a EMT, Paramedic or Registered Nurse with five years of experience in Emergency Medicine.
6. Demonstrated knowledge of and teaching experience in emergency care.
7. Demonstrated knowledge of and ability to teach all basic life support and advanced life support skills.
8. Demonstrated ability to teach all skills included in the scope of practice.
9. Demonstrated knowledge of prehospital and in-hospital emergency care, role and responsibilities of the emergency care team and laws and regulations governing the emergency care worker.

Benefits

Will be discussed during the interview state.

Job Types: Full-time, Part-time, Contract

Pay: \$18.00 - \$25.00 per hour

Medical Specialty:

- Critical & Intensive Care
- Primary Care
- Trauma Medicine

Schedule:

- Monday to Friday
- Weekends

Supplemental Pay:

- Commission pay

COVID-19 considerations:

All local, state and federal CDC guidelines will be in place and enforced to protect everyone on campus.

Education:

- High school or equivalent (Preferred)

Experience:

- EMS: 2 years (Preferred)

License/Certification:

- BLS Certification (Preferred)
- EMT Certification (Required)

Full Time Opportunity:

- Yes

Work Location:

- One location

Typical start time:

- 6PM

Typical end time:

- 10PM

Company's website:

- www.afpdus.com

Company's Facebook page:

- <https://www.facebook.com/afpdus>

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

22 days ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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Emergency Medical Services Instructor - PT Hourly

Posting Date: 04/18/2020

Position Type: Hourly As Scheduled

Department: Office of Emergency Management

Compensation Range: \$33.52 - \$39.92 per hour

Closing Date: Posting will remain open until position is filled

The Office of Emergency Management's (OEMs) mission is the protection of lives and property through exacting communications to decision-makers, with the total coordination of resources, on-location and on-time, not only during a crisis but daily. OEM uses the "whole community" approach; meaning collaborative preparedness activities among public and private entities which are data-driven, thereby sustaining a local alliance of partners who offer unique contributions to resiliency.

We are seeking Hourly Emergency Medical Services (EMS) Instructors to create, prepare, and deliver educational content to the local EMS system providers. Instructors will also gain a basic knowledge of quality assurance processes and solution implementation. Key essential functions of this position involve protocol development, procedure research, and accurate record tracking. This position also assists with oversight of the American Health Association (AHA) program.

Position Duties:

1. Develop and review content with medical direction. Deliver content system wide to our EMS partners utilizing various methods. Ensure accurate records are kept after each class.
2. Assist the Education Manager with maintaining instructor records, issuing cards, and answering questions about AHA policies and procedures.
3. Collaborate with medical direction to gain access to academic resources. Follow the Quality Assurance (QA) workflow to identify trends in the EMS system.

4. Participate in situational projects based on the needs of the office
5. Travel (approximately 50% of work time) within the community
6. Perform all other duties as assigned

Minimum Qualifications

- Resident of the United States of America
- Valid driver's license; which must be maintained throughout employment
- Bachelor of Science (BS) or Bachelor of Education degree or higher is required; Emergency Medical Services major is preferred
- At least four (4) years of experience working in Paramedicine and/or Emergency Medical Services
- Advanced knowledge of medical equipment including EMS training manikins
- ACLS, BLS, and PALS certifications
- Wisconsin Paramedic license or able to obtain within 3 months of hire is required
- Proficient at utilizing Microsoft Office Suite software, data collection, analysis, and general use of office equipment
- Experience with public speaking and conducting presentations
- Able to lift/carry/push/pull up to 50 pounds on a regular basis
- Able and willing to travel (approximately 50% of work time) within the community

Additional Preferred Qualification:

- National Paramedic Registry within six (6) months of start date is required
- Wisconsin Paramedic license with Critical Care Endorsement
- ACLS, BLS, and/or PALS Instructor Certification
- Understanding of incident command structure, emergency medical dispatch, and exposure to specialized areas of EMS (critical care, tactical, and community paramedic)

Knowledge, Skills and Abilities: Knowledge of basic Emergency Medical terminology; knowledge of common Emergency medical services forms and reports; skilled at analysis/reasoning, communication/interpretation, math/mental computation, reading, sustained mental activity (i.e. auditing, problem solving, composing reports). Ability to maintain sensitive or confidential information, explain and gather information, answer queries, or aid internal and/or external contacts. Ability to persuade, conform or recommend course of action with internal and/or external contacts. Ability to perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts. Ability to read, write and comprehend simple instructions, reports, short correspondence and memos, speak effectively before both internal and/or external group.

M. Otero

Note: This Original Examination is open to residents of the United States. Appointee must establish residency in the State of Wisconsin within six months of start date and maintain such residency during employment. The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods.

Milwaukee County offers a comprehensive blend of benefits designed to make your life better both inside and outside of the workplace. Milwaukee County conducts job related criminal background checks and pre-employment screenings.

Follow Us



Teaching Faculty in Emergency Medical Services

Posting Details

Role Title	12 month-Instructor
Role Code	01023-SW
FLSA	Exempt
Pay Band	00
Working Title	Teaching Faculty in Emergency Medical Services
Position Number	295F0375
Agency	Tidewater Community College
Agency/Division	Tidewater Community College (Div)
Work Location	
Hiring Range	\$58,368 - \$103,044; commensurate w/ experience.
Emergency/Essential Personnel	No
EEO Category	I-Faculty
Full Time or Part Time	Full Time
Does this position have telework options?	
Does this position have a bilingual or multilingual skill requirement or preference?	
Work Schedule	Varies
Sensitive Position	No
Job Description	



Tidewater Community College has served South Hampton Roads – both students and employers – for 50 years. It has grown from 1 campus into a regional educational and economic force. TCC is the largest provider of higher education and workforce services in Hampton Roads, enrolling nearly 28,000 students in 2019-20. Founded in 1968 as a part of the Virginia Community College System, Tidewater Community College (TCC) services South Hampton Roads with 4 campuses in Chesapeake, Norfolk, Portsmouth, and Virginia Beach, 7 regional centers and 2 important cultural institutions. The college had 3,203 graduates in 2019-2020, 40 percent of whom pursued degrees that would let them transfer to 4-year institutions. Of South Hampton Roads residents enrolled in higher education 36% enrolled at TCC. TCC's institutional accreditation is affirmed through 2027 by the Southern Association of Colleges and Schools Commission on Colleges.

POSITION SUMMARY:

- The major emphasis is on teaching and inspiring students to learn, by working in classrooms, laboratories, individual conferences, and related activities to help students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. Faculty responsibilities also include: office hours, committee work, student activities, community activities, student advising, and professional activities.
- Responsible for teaching discipline courses in which he/she has specific training or competence. Plans, organizes, teaches, and provides feedback to students to promote and direct student learning in either a classroom or online environment to students with a wide variety of academic backgrounds and experiences. Engages students outside of class in support of the curriculum and co-curriculum; provides thorough, timely, and effective feedback to students regarding the mastery of course and program learning outcomes; develops curriculum and works collaboratively with colleagues to select program and/or discipline resources; assists in the selection and development of faculty; participates in and/or leads the instructional activities of the discipline and governance of the division, campus, and college. Demonstrates the effective use of technology in an academic environment. Works cooperatively and collegially with other faculty and staff members, colleagues, and community partners in support of student learning.
- The College anticipates filling this full-time, twelve-month teaching faculty position, contingent upon availability of funding. Twelve-month teaching appointments run from July 1 to June 30 with the possibility of annual renewal. This position is approved for an immediate appointment.

Employment may be comprised of, from time to time at the direction of the college or officials of the VCCS or the Commonwealth, in-person teaching and testing, and/or online, virtual, or remote teaching and testing-whether synchronous or asynchronous. Thus, teaching delivery may be required to shift from one method to another and back during the course of the contract term.

FUNCTIONAL RESPONSIBILITIES:

1. Teaching: Responsible for creating a learning environment that facilitates students' acquisition of knowledge and skills in a discipline and/or program. Teaching encompasses the following four components:
 - Instructional Design: utilize and distribute established course syllabus as found in the college's i-INCURR; select appropriate textbooks and/or learning resources; design and implement assessment strategies that effectively measure student achievement of established course learning outcomes.
 - Instructional Delivery: align course activities with student learning outcomes for the course; employ a variety of active learning strategies to foster student engagement; employ appropriate technology and supporting materials that support course and/or program learning outcomes; and provide students with prompt and meaningful feedback on course activities and assignments, communicating with students in a timely and respectful manner.
 - Instructional Effectiveness: deliver instruction so as to align with stated learning outcomes; adhere to college policies and procedures for participation in student surveys of instruction; conduct meaningful and timely assessments of student learning, including at least one assessment within the first two weeks of class; and analyze the previous semester's student ratings of instruction and develop and implement appropriate action plans as necessary.
 - Instructional Expertise: maintain currency in the assigned teaching discipline(s), methods of teaching, learning, and and/or instructional technology.

Scholarly and Creative Engagement: Participate in activities specifically associated with the faculty member's teaching discipline(s) through conferences, workshops, academic coursework, scholarly research and publications, and grant activity
 Institutional Responsibility: The following are some of the institutional responsibilities of teaching faculty: participate in the college's development and evaluation plan for full-time teaching faculty; publish and hold office hours; serve as an academic advisor; participate in required department, division, campus, committee, and college meetings; keep accurate student attendance reports/records; submit grades in a timely manner according to established college

calendars/guidelines; adhere to college and VCCS policies; actively participate in one's peer teaching community at the college; perform assigned duties; and maintain a collegial working relationship with faculty, staff and administrators at the college

Service: Quality participation and commitment to students, the college, and/or community organizations. Service activities are divided into three categories:

- College representation where there is a direct connection between the faculty member who engages in the specific activity and his/her position at the college.
- College citizenship where the activities are in support of the college or VCCS initiatives wherein the faculty member is a member of a committee but not in a leadership role.
- Community citizenship where participation by the faculty member is part of the person's involvement in the community as a citizen who happens to be a college employee.

Responsibilities may include work during the day and/or evening programs of the college, as well as its distance learning programs.

Special Assignments May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

KSA's/Required Qualifications Applicable to all teaching faculty positions :

1. Willingness to design and implement curriculum to support and improve student learning.
2. Ability to develop and adapt teaching and learning strategies to accommodate the diversity of community college students to promote acquisition and application of knowledge.
3. Ability to use consistent, timely formative and summative assessment measures to enhance student learning.
4. Experience with, or willingness to learn and utilize, proven teaching strategies that promote student success.
5. Willingness to use or incorporate emerging technologies and alternative delivery methods appropriately, including online delivery, hybrid course options, content software, web-enhancements, etc.
6. Ability to effectively communicate interpersonally (in group and one-on-one settings) orally and in writing.
7. Willingness to stay current and continually improve knowledge and understanding of the discipline.
8. Teaching experience preferred especially at the community college level.

Applicable to the specific position :

1. Appropriate level of education (required): Bachelor's degree or an Associate of Applied Science degree in Emergency Medical Services, Emergency Medical Technician, or closely related discipline. Master's degree in Emergency Medical Services or closely related discipline preferred.
2. At least two (2) years of work experience in the field in a 911 EMS response capacity or acute care setting such as ED, ICU, CCU, etc. (required)
3. Have current certification/licensed as a Paramedic, RN, PA, or NP. (required)
4. Two of the three provider credentials (or equivalent) ACLS, PALS, PHTLS. (required)

Preferred Qualifications As delineated in the KSA's/Required Qualifications section

Operation of a State Vehicle No

Supervises Employees No

Required Travel Minimal

Posting Number FAC_119P

Recruitment Type Public

Number of Vacancies 1

Position End Date (if temporary)

Job Open Date 02/01/2021

Job Close Date

Open Until Filled Yes

Agency Website	TCC.edu
Contact Name	
Email	
Phone Number	
Special Instructions to Applicants	Review of application materials will commence March 1, 2021 and continue until filled. Unofficial transcripts will be accepted with the application; however, no offer of employment will be made prior to official transcripts being provided to the college.
Additional Information	
Background Check Statement Disclaimer	The selected candidate's offer is contingent upon the successful completion of a criminal background investigation, which may include: fingerprint checks, local agency checks, employment verification, verification of education, credit checks (relevant to employment). Additionally, selected candidates may be required to complete the Commonwealth's Statement of Economic Interest. For more information, please follow this link: http://ethics.dls.virginia.gov/
EEO Statement	The Virginia Community College System, an EEO employer, welcomes applications from people of all backgrounds and recognizes the benefits of a diverse workforce. Therefore, the VCCS is committed to providing a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity, or other non-merit factors.
ADA Statement	The VCCS is an EOE and Affirmative Action Employer. In compliance with the Americans with Disabilities Acts (ADA and ADAAA), VCCS will provide, if requested, reasonable accommodation to applicants in need of access to the application, interviewing and selection processes.
E-Verify Statement	VCCS uses E-Verify to check employee eligibility to work in the United States. You will be required to complete an I-9 form and provide documentation of your identity for employment purposes.
Quicklink for Posting	https://jobs.vccs.edu/postings/31346

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

Optional Documents

1. Unofficial Transcript 2
2. Unofficial Transcript 3

Job Details

Position Title:	ADJUNCT FACULTY, Continuing Education - 9-1-1 Dispatch Operator Instructor
Department:	Continuing Education - CE
Overview:	<p>College of DuPage believes in the power of teaching and learning. COD faculty are committed to facilitate and support student success in learning. We strive to meet the individual educational needs of our unique, multicultural campus. The successful adjunct candidate will be committed to teaching in a multicultural environment and welcome the opportunity to work with students with diverse learning abilities. We encourage applications from candidates who reflect the increasing diversity of COD's student body and community. Opportunities may exist to teach a flexible schedule that may include teaching assignments during days, evenings and weekends. We invite you to join our team and apply your passion for teaching and learning!</p>
Description:	<p>Adjunct Faculty instructors at College of DuPage are responsible for course planning and instruction in classroom, lab, or clinical settings, courses may be conducted in various delivery modes, such as, face-to-face, on-line, hybrid and/or blended formats. In addition, adjunct faculty are responsible for student evaluation, and timely and accurate submission of required paperwork related to instruction.</p>
Qualifications:	<p>College of DuPage Homeland Security Training Institute seeks a 9-1-1 Dispatch Operator Adjunct Faculty candidate to teach 9-1-1 (IAED) certified courses.</p> <ul style="list-style-type: none"> • The appropriate candidate should have 5-10 years previous work experience with emergency dispatching and communication center operations. • Candidates should have a minimum of 3-5 years teaching experience in the 9-1-1 Dispatch/Telecommunications field. • A Bachelor's degree is preferred. However, candidates with a combination of education and experience in the field of emergency dispatch will be considered. • Instructor certification for International Academies of Emergency Dispatchers (IAED) is required. • Ability to perform basic personal computer operations. • Experience with Microsoft PowerPoint presentations software is preferred. • Experience and knowledge with dispatch simulation software is preferred. Opportunities may exist to teach a flexible schedule that may include teaching assignments during days, evenings, and weekends. <p>Ability to teach remotely with technology and experience in online or virtual teaching preferred. Access to personal technology, home computer with appropriate ability to teach online required.</p>
Additional Information:	<p><i>College of DuPage does not discriminate against individuals in employment opportunities, programs and/or activities on the basis of race, color, religion, gender, sexual orientation, age, national origin, ancestry, veterans' status, marital status, disability, military status, unfavorable discharge from military service, or on any other basis protected by law.</i></p> <p>To apply please submit your electronic application, unofficial transcripts, a cover letter including a list of three references, a statement of teaching philosophy, and current curriculum vita. A pre-employment background check at the Colleges' expense is required.</p>

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