

EMT Instructor (PT)

Job Code: 5120
DEPARTMENT: Tioga County – Department of Fire
CLASSIFICATION: Non-Competitive
SALARY GRADE: Non-union salary grade
ADOPTED: Reso. 346-13, 01/01/14; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for conducting training in emergency medical services. Instructors are part-time and are compensated on an hourly basis. An incumbent is responsible for devising training schedules, ensuring that the registration of participants is handled properly, and that course materials are obtained and disseminated as needed. Supervision is not a feature of the class. However, an incumbent may provide oversight to volunteers who are assisting with the training program. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Provides instruction to persons seeking to acquire certification or re-certification as a New York State Emergency Medical Technician;
- Designs course content and lesson plans for specialized courses;
- Constructs, administers and corrects examinations;
- Confers with students to determine any difficulty with subject matter;
- Recommends course changes as indicated;
- May use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- May perform other incidental tasks, as required;
- Completes various forms and reports involved in training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ABILITIES: Thorough knowledge of subject matter area including theory, techniques and applicable laws, rules and regulations; ability to develop specialized training and to present ideas and concepts clearly and effectively both orally and in writing; skill in utilizing training aids and arranging demonstrations; ability to effectively use computer application such as spreadsheets, word processing, calendar, email and database software; good speaking voice and enunciation; good judgment; leadership; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Five years paid or volunteer experience in an Emergency Services agency and current certification as a New York State Emergency Medical Technician (EMT, EMT-I, EMT-CC or EMT-P); **AND** Certification by the New York State Department of Health as EITHER a Certified Instructor Coordinator (CIC) or a Certified Lab Instructor (CLI).