

LAKE MICHIGAN COLLEGE

JOB TITLE:

Instructor, Emergency Medical Technology/Paramedic (EMT)

DATE:

March 15, 2019

DIVISION:

Academic Affairs

REPORTS TO:

Dean, Health Sciences

DEPARTMENT:

Health Sciences Education

CLASS:

Faculty

APPROVED BY:

Provost & Vice President of Academic Affairs

GRADE:

N/A

JOB SUMMARY:

Provides instruction, outreach, and other professional contributions aligned with the mission and strategic goals of the College and the Academic Services Unit. Develops, implements, and maintains currency of courses, programs, and curricula in assigned program/discipline. Creates an innovative and engaging learning environment. Provide program-level oversight, including management of the EMT-Basic and Paramedic programs, oversight of program accreditation, and continuous program improvement activities.

JOB DUTIES:

1. Designs and delivers effective instruction as assigned through traditional, online, and hybrid formats, using course outlines approved by the College Curriculum Council.
2. Advises students within academic discipline (or closely related field) and holds posted office hours, as required by the faculty contract.
3. In collaboration with departmental colleagues, designs/selects and implements appropriate assessment of student learning at the course and program level.
4. Assists department chair in developing class schedules and department budget, when appropriate.
5. In collaboration with department chair or chair's designee, selects and orders course textbooks in a timely fashion.
6. Submits contract, grades, and other required paperwork within prescribed timelines.
7. Assists department chair in orienting and mentoring new full-time and adjunct faculty, as needed.
8. Contributes to the College's governance by serving on instructional committees, task forces, or other College-wide workgroups and attends departmental, divisional, and college-wide meetings.
9. Recommends equipment and software needs to Instructional Division Dean.
10. Develops and maintains relationships with appropriate external constituencies (e.g., area high schools, community agencies, advisory committees).
11. Collaborates with instructional administration in conducting program/discipline area reviews and other continuous improvement activities in teaching and learning, including periodic curriculum reviews.
12. Effectively integrates the use of instructional technology in instruction, when appropriate.
13. Remains current in the discipline taught as well as in current trends in teaching methodologies for their specific discipline.
14. Participates in graduation exercises.
15. Contributes to decision-making in a productive manner.
16. Participates, as requested by instructional administration, in the interviewing and selection process for full-time faculty.
17. Maintains the highest ethical standards in relationships with constituencies, research activities, and business dealings with and on behalf of the College, per College policy.
18. Performs other duties as assigned.

ACCOUNTABILITIES:

Under the limited supervision of the Dean of Health Sciences, instructors are responsible for providing quality instruction, program development, and academic support services. Interacts with Registrar, Financial Aid, and other college personnel to promote and achieve student success.

JOB SPECIFICATIONS:

The qualified candidate will possess an unrestricted EMT-P license; Michigan Instructor Coordinator (IC) license; and current AHA certification in both Advanced Cardiac Life Support and Pediatric Advanced Life Support. Bachelor's degree in a health sciences field required; Master's degree preferred. Classroom teaching experience preferred.

OTHER HIGHLY DESIRED QUALITIES:

Commitment to the value of diversity and the free and open exchange of ideas; student success; technically competent particularly in the area of instructional technology, online instruction, and technology based assessment practices such as e-portfolios; knowledgeable and committed to the mission and purposes of community colleges.
