

SCHOOL DISTRICT OF ST. JOHNS COUNTY
INSTRUCTIONAL EMS VOCATIONAL INSTRUCTOR
FIRST COAST TECHNICAL COLLEGE (FCTC)

JOB DESCRIPTION

QUALIFICATIONS:

1. Must be certified as a Florida paramedic in good standing with the department or be a licensed Registered Nurse in good standing and have at least three years of field provider experience with an ALS provider. Certification must be maintained on an ongoing basis as a requirement of employment.
2. Have a minimum of an Associate's degree from an institution whose accreditation is recognized by the United States Department of Education.
3. Have successfully completed the Level A instructor coursework as identified in the National Guidelines for Educating EMS Instructors, August, 2002 edition.
4. Meets all requirements for EMS instructors as provided in the current version of Florida Administrative Code, Chapter 64J-1.0201.
5. Minimum six weeks experience in field within last five years preferred.
6. Current American Heart Association BLS and ACLS instructor certification, or obtain within six months of hiring.
7. Must have (or obtain within six months of hire) qualification as a BLS instructor via the American Heart Association (AHA), and maintain such certification on an ongoing basis as a requirement of employment. Instructor certification as an instructor for AHA ACLS or PALS courses, or NAEMT certification as an instructor for AMLS, EPC, GEMS, or PHTLS may be substituted as an alternate qualification, if approved by the Principal based on program needs.
8. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Emergency Medical Service prescribed curriculum. Knowledge of varied learning styles, skills and pedagogy in using various methods and strategies to address differentiated learning and challenge students beyond the required curriculum. Excellent written and verbal communication skills. Competency in problem solving and conflict resolution. Ability to plan, organize, schedule and implement activities for maximum effectiveness. Exemplary skill in analyzing, diagnosing, and evaluating student data progress and programs. Demonstrate ability to interact, collaborate and share expertise with administration, peers and community. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Communicate in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Principal or designee

JOB GOAL

To provide an educational experience in which students move toward the fulfillments for the purpose of guiding and directing the learning experiences of students in EMS vocational programs. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character educational program.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Demonstrates basic performance skills in trade area, current technical knowledge and related knowledge and skills.
- * (2) Demonstrates professional performance by planning and instructions.
- * (3) Demonstrates securing and maintaining proper materials, equipment and supplies through appropriate methods.
- * (4) Maintain essential records to show student placement in programs.
- * (5) Provide evidences needed for meeting standards for program review and accreditation.
- * (6) Demonstrates professional performance by planning and instruction.
- * (7) Demonstrates preparing for instruction.
- * (8) Help students interact with new knowledge.
- * (9) Help students practice and deepen new knowledge.
- * (10) Engage students.
- * (11) Establish rules and procedures.
- * (12) Recognize adherence to rules and procedures.
- * (13) Establish and maintain effective relationships with students.
- * (14) Communicate high expectations for all students.
- * (15) Plan and prepare lessons and units.
- * (16) Plan and prepare for use of resources and technology.
- * (17) Evaluate personal performances in teaching.
- * (18) Develop and implement a Professional Growth Plan.
- * (19) Promote a positive and collegial environment.
- * (20) Promote the exchange of ideas and strategies.
- * (21) Promote district and school development.
- * (22) Other duties as assigned

Expectations of All Employees

- * (23) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (24) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (25) Ensure adherence to good safety standards.
- * (26) Maintain confidentiality regarding school/workplace matters.
- * (27) Model and maintain high ethical standards.
- * (28) Maintain expertise in assigned area to fulfill position goals and objectives.

- * (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (30) Demonstrate initiative in the performance of assigned responsibilities.
- * (31) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (32) Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement

- * (33) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- * (34) Keep supervisor informed of potential problems or unusual events.
- * (35) Follow federal and state laws as well as School Board policies, rules, and regulations.
- * (36) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (37) Represent the District in a positive and professional manner.
- * (38) Demonstrate support for the School District and its goals and priorities.
- * (39) Participate in cross-training activities as required.

Leadership and Strategic Orientation

- * (40) Provide leadership and direction for assigned areas of responsibility.
- * (41) Set high standards and expectations and promote professional growth for self and others.
- * (42) Exhibit interpersonal skills to work as an effective team member.
- * (43) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (44) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

Pay Grade:

Salary Range:

FLSA STATUS:

BOARD APPROVED: June 2014

REVISED: November 2017