DUTIES AND RESPONSIBILITIES:
The EMS Training Specialist is responsible for assisting in the fulfillment of the objectives of the EMS Education Program. The EMS Training Specialist works to fulfill the objectives of the EMS Education Program, under the direction and supervision of the EMS Clinical Coordinator, EMS Program Director, and the President. The EMS Training Specialist complies with all policies of the Alabama Community College System, the Alabama Department of Public Health Office of EMS (ADPH), the NACC Catalog/Student Handbook, NACC EMS Education Program Student Handbook, Course Plan of Instruction, Course Syllabi, and associated policies and requirements as outlined by CAAHEP, CoAEMSP, and the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

QUALIFICATIONS:
The following are the minimum qualifications for this position:
1. Must be a licensed Alabama Advanced EMT or Paramedic.
2. Current certification as an Advanced EMT or Paramedic from the National Registry of EMTs.
4. Knowledge and understanding of EMS Education Program and EMS courses content.
5. Knowledge of established policies, procedures, and requirements of ACCS, NACC, the EMS Education Program, and associated policies and requirements as outlined by Alabama Department of Public Health Office of EMS (ADPH).
6. Skill in written and oral communication.
7. Ability to assist with the presentation of instructional material, particularly EMS skills/procedures related, in an understandable manner.
8. Basic working knowledge of word processing and spreadsheet software.

ESSENTIAL FUNCTIONS:
The EMS Training Specialist works to fulfill the objectives of the EMS Education Program. The EMS Training Specialist is responsible to and receives guidance from the EMS Clinical Coordinator, under supervision from the EMS Program Director, and the direction and supervision of the Dean of Workforce Development. The EMS Training Specialist complies with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

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DUTIES AND RESPONSIBILITIES:
The duties and responsibilities of this position include:
1. Under the direction and supervision of faculty (instructor), assists students in the lab setting with achieving the course objectives for the lab component of the course (psychomotor), to include demonstration of skills/procedures, providing students with guidance and assistance with student skills/procedures practice on skills/procedures. Specifically, while functioning in the lab setting, the EMS Training Specialist provides for coaching, critique, positive reinforcement, and assists the instructor with the supervision of students to ensure skills/procedures are practiced and performed correctly in a safe environment and in accordance with NACC Policies, the NACC Catalog/Student Handbook, NACC EMS Education Program Student Handbook, Course Plan of Instruction, Course Syllabi, and Schedule.
2. Assists the instructor with their (instructor) evaluation of EMS students in the cognitive, psychomotor, and affective domains of learning.
3. Assists the instructor with skills/procedures proficiency evaluations and as such assists with computing of grades for each student according to established policy.
4. As determined and assigned by the NACC EMS Clinical Coordinator, the EMS Training Specialist attends clinical experiences with students in order to ensure that students are receiving appropriate clinical education and adhering to established policy and course clinical competency requirements for courses that have a clinical component. The primary duties of the EMS Training Specialist while in the clinical setting is to ensure that students receive the very best clinical experience possible in terms of actual clinical/medical education, with a focus on development and reinforcement of EMS patient care related concepts; critical thinking development; patient assessment, diagnosis, and treatment; and practice, refinement, and mastery of patient care/medical skills/procedures. The clinical setting may lend itself to opportunities for the EMS Training Specialist to provide for demonstration of skills/procedures, providing students with guidance and assistance with student skills/procedures practice on skills/procedures. Additionally, while functioning in the clinical setting and reporting back as necessary to the EMS Clinical Coordinator, the EMS Training Specialist provides for coaching, critique, positive reinforcement, and general supervision of students to ensure the clinical experience is beneficial and safe, in accordance with NACC Policies, the NACC Catalog/Student Handbook, NACC EMS Education Program Student Handbook, Course Plan of Instruction, Course Syllabi, and Schedule.
5. Assists with recruiting and promotion of the program.
6. Assists with maintenance of classrooms, labs, and lab equipment.
7. Responsible for assisting the instructor with coordination of assigned aspects of EMS Education Program courses.
8. Assists with providing online learning management system and associated course resources orientation to EMS students and as needed assists students with lab skills/procedures and clinical experience documentation.
9. Assists with the training of lab and clinical/internship preceptors.
10. Performs any other duties that may be assigned by administration, the EMS Program Director, or as required of an EMS Training Specialist by the Alabama Department of Public Health Office of EMS, CAAHEP, and/or CoAEMSP.

SALARY: To be determined by the President.
APPLICATION BEGIN DATE: As Needed APPLICATION DEADLINE: Continuous

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. Submission of a complete packet is the responsibility of the applicant. For an application, visit our web page at www.nacc.edu or contact us at 256.228.6001, extension 2230. A COMPLETED APPLICATION FOR THIS PART-TIME POSITION CONSISTS OF THE FOLLOWING:

- a completed NACC application form (Uniform Application for Employment)
- résumé
- transcripts of all college credit (reflecting completed paramedic or nursing education)

NOTE: Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

- Documentation of licensure and certification
- Documentation of at least three (3) years of experience with an Alabama Advanced Life Support Service

Submit application via mail or in person to:
Lynde Mann, Human Resources Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
(256) 638-4418 or (256) 228-6001, ext. 2230
PA 116

ALL APPLICATION MATERIALS MUST BE MAILED OR HAND DELIVERED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

ADDITIONAL INFORMATION:

Criminal Background Check: In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

E-verify Compliance: Northeast Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Transcripts: If selected for this position, transcripts of all college credit or high school/GED credit must be submitted to the Human Resources Office. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

Equal Opportunity Employer: Northeast Alabama Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Community College System Board of Trustees, including institutions under the control of the Alabama Community College System, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Northeast Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Accreditation: Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.