



## POSITION ANNOUNCEMENT EMT/A-EMT INSTRUCTOR/COORDINATOR

The Tennessee College of Applied Technology Crump is accepting applications for the part-time evening position of EMT/A-EMT Instructor/Coordinator.

### Minimum Qualifications:

1. Associate Degree from a regionally accredited institution and completion of and EMS Board approved Instructor's course.
2. Currently licensed as a Tennessee EMT-Paramedic or registered nurse, without history of revocation, denial, or suspension of license.
3. Licensed emergency care experience shall include a minimum of two (2) years practice, preferably within the last five (5) years.
4. Administrative Experience: Minimum of one (1) year in EMS education administration.
5. Meet all requirements of the Tennessee Emergency Medical Services (EMS) Board and be knowledgeable of all current rules and regulations.
6. Evidence in instructional program management and supervision, teaching and curriculum building is desired.
7. Proficiency in oral and written communication skills. Good oral and written communication skills.
8. Must be willing to remain current in the industry.
9. Willingness to establish and maintain positive relationships with affiliated clinical partners, business, and industry.
10. Ability to complete reports/paperwork and meet all deadlines.

### Typical Duties and Responsibilities:

1. Instruct students through lecture, demonstrations, and/or audio-visual aids.
2. Curriculum preparation and updates, daily lesson planning, theory, clinical and practical instruction in all phases of the EMT/A-EMT program.
3. Prepare syllabi of courses of study with detailed lesson plans.
4. Develop clinical partnerships and collaborate with partners to schedule and supervise student training.
5. Monitor, grade, and evaluate student progress.
6. Source and request necessary instructional equipment and supplies for proper instruction.
7. Maintain appropriate student records and submit timely reports.
8. Maintain required completion, placement, and licensure rate pursuant to the Council on Occupational Education (COE) accreditation standards.
9. Maintain TN EMS Board requirements for first-time licensure pass rates.
10. Assist in program recruitment and assist certified graduates with placement opportunities.
11. Develop an active Occupational Advisory Committee comprised of professionals in the healthcare profession.

### Working Conditions:

1. Use of computer
2. Normal standing, sitting, and walking
3. Must be physically able to lift up to 50 lb., stoop, stand and work, with or without accommodation, to demonstrate and perform all work-based projects.
4. Operating a motor vehicle to travel within the college service area and in other areas as needed.

**Salary:** Commensurate with education, experience and according to TBR salary guidelines.

**Application Procedure and Deadline:**

1. Must submit a resume, cover letter, post-secondary transcripts and TCAT Crump Application (available at <https://tcatcrump.edu/about/jobs-and-employment>)
2. Applications will be accepted until position is filled.
3. Interested applicants can email or mail required documents to:

**APPLICATION & RESUME SUBMISSION:** Qualified applicants should submit a cover letter, resume, and application online at [www.tcatcrump.edu](http://www.tcatcrump.edu). For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

**APPLICATION REVIEW:** Review of complete application submittals will begin immediately. Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, [madelyn.keith@tcatcrump.edu](mailto:madelyn.keith@tcatcrump.edu) See the full non-discrimination statement at [tcatcrump.edu/about/non-discrimination-statement](http://tcatcrump.edu/about/non-discrimination-statement).