

**JOB TITLE:** Paramedic Technician Instructor Aides  
**DIVISION:** Health Services and Public Safety  
**REPORTS TO:** Lead Paramedic Instructor/Public Safety Supervisor  
**CLASSIFICATION:** Hourly  
**POSTING DATE:** July 19, 2017

### INTERNAL / EXTERNAL POSTING

#### SUMMARY:

Southwest Tech is seeking qualified Paramedic Technician Adjunct Instructor Aides. The position is responsible for facilitating simulated activities for emergency medical services students, validating the performance of student's skills and promoting/maintaining a learning atmosphere that maximizes the operations of EMS training.

**ESSENTIAL DUTIES, RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS:** include the following. Other duties may be assigned:

- Assist with instruction of Paramedic level competencies and validate students' performance of skills.
- Maintain records of students' performance. Provide feedback to students and the instructors regarding problems/progress. Suggest materials and equipment for acquisition.
- Promote and maintain a learning atmosphere including encouraging effective work habits and providing a safe, clean, and orderly physical environment. Serve as a resource person for students.
- Operate and maintain the equipment at the level of stated educational specifications. Report equipment in need of repair to the lead instructor or equipment manager. Constantly monitor equipment in use by the students.
- Implement policies as necessary.
- Provide the emergency medical services lead instructors and Public Safety Supervisor with informational feedback regarding effectiveness of study guides and simulated activities. Cooperate with other activities scheduled in clinical/field training and/or other program areas as needed.
- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, tools, or controls. The employee frequently is required to sit, stand, walk, and reach with hands and arms. The employee is required to see, talk, and hear.
- The employee must occasionally lift and/or move up to 75 pounds.
- While performing the duties of this job, the employee frequently works near moving mechanical parts, may have to lift and carry equipment or simulated patients.
- Travel throughout the SWTC district is expected.
- Ability to work a flexible schedule, travel to various campuses and perform job duties in varying environments including but not limited to:
  - Lab
  - Classroom
  - Outdoor environment/cold/hot
  - Vehicles
  - Hospitals/Clinics/Skills Facilities
  - Outreach sites
  - Schools
  - Churches
  - Community Centers
  - Fire and EMS stations
  - Any other locations as assigned/required to fulfill lesson objectives
- Ability to plan, organize, and facilitate educational courses of quality.
- Ability to resolve conflicts and to use judgment, discretion, and decision making skills in dealing with confidential and sensitive issues.
- Ability to model integrity through self-awareness, personal accountability, ethical behavior, quality standards, and sustainable practices.

## **ESSENTIAL DUTIES, RESPONSIBILITIES (Continued)**

- Ability to think critically by applying problem solving practices, acquiring relevant information, using technology and other resources appropriately, and evaluating alternatives.
- Ability to communicate effectively by speaking and writing clearly, concisely, and professionally; practicing active listening; reading critically and adapting communication for audience.
- Ability to value diversity and demonstrate commitment to equity, inclusion, and culturally respectful interactions with persons of diverse ethnic, cultural, social-economic, or educational backgrounds.
- Follow all safety and security policies and procedures of the college.
- Responsible for identifying and reporting unsafe behavior or hazards.
- Other duties as assigned.

**QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Associate's degree in an emergency services field (or equivalent) preferred.
- Wisconsin Licensed Paramedic required.
- Nationally Registered Paramedic through the NREMT or eligible for certification preferred.
- Prior teaching or training experience preferred.
- Minimum of two years of experience DHS-EMS Instructor I preferred.
- DHS-EMS Instructor II preferred.
- Minimum of 2 years (4,000 hours) of occupational experience providing patient care in the prehospital, emergency room, or intensive care areas with at least 1 year (2,000 hours) being within 5 years prior to the date of hire.
- The individual must also be able to adhere verbatim to State of Wisconsin Standards and Procedures of Practical Skills and students' checklists.
- Validation of clinical skills competencies.
- Intermediate knowledge of and skills with technology including software programs for instruction, communication and data collection including, but not limited to, Microsoft Office Outlook, Word, and Excel.

## **APPLICATION**

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process. Please contact Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

**SALARY:** Adjunct Hourly Wage Range - \$17.00 - \$30.00

**CLOSING DATE FOR APPLICATIONS:** Ongoing Recruitment

**SELECTION PROCESS:** The Selection Committee will screen all applicants and select a limited number of candidates for interviews. All applicants will be informed when the position is filled. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.