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Instructor, Emergency Medical Services

Los Altos Hills, CA, United States | req636

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Initial Review Date: 02/22/2022*; Next Review Date: 04/11/2022*; The position is now OPEN-UNTIL-FILLED.

***Any complete applications received after the review date(s) will only be forwarded to the hiring committee at their request.**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Instructor, Emergency Medical Services, Foothill College.**

Foothill – De Anza Community College District Mission Statement:

The mission of the Foothill–De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

Foothill College Mission Statement:

The mission of Foothill College states in part: “Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability.”

These core values are essential to authentic and sustainable institutional equity at Foothill College. Institutional equity is embedded not only in the college’s Educational Master Plan and Strategic Vision for Equity but in its planning, hiring and evaluative processes.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Environmental and Health Sciences and the Emergency Medical Services Program Director, the full-time tenure track director/instructor is responsible for the administration, organization and supervision of the Paramedic, EMR and EMT programs. This includes oversight of accreditation, continuous quality improvement of these programs. The program director is responsible for validating the competency of candidates, including but not limited to the National EMS certification, conducting EMT level psychomotor examinations and other related certifications. Specific duties and responsibilities include:

- Planning, implementation, coordination, and evaluation of EMS educational program offerings.
- Teach classes for EMR, EMT, Paramedic, Continuing Education, ACLS, PALS, BLS and PHTLS, either on campus or off-site; supervise the activities of course participants during instructional time.
- Evaluate learner performance, provide feedback, and in collaboration with faculty, develop improvement plans.
- Fulfill EMS educational program administrative requirements, to include calculation and submission of grades, maintenance of program, course, and student/participant records, and preparation and submission of data and reports.
- Oversee the program accreditation process, adhering to standards and responsibilities of program accrediting body
- Work closely with clinical instructors involved in the clinical assignments of students.
- Orient, train, supervise clinical and field internship preceptors, and maintain documentation of required training by regulatory bodies.
- Identify and maintain appropriate clinical and field internship agencies and develop internship agreements
- Review and revise, as needed, the annual application to recruit, select, admit, and notify students into the paramedic program
- Oversee incoming student orientation and program completion ceremonies;

- Collaborate with faculty to determine supply and equipment needs, and provide oversight of the inventory.
- Work cooperatively with the Medical Director
- Work with dean to schedule classes
- Adhere to established college and departmental policies and procedures and relevant quality and safety standards.

Evening classes may be part of teaching load. Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, conduct annual EMS advisory board meetings, pursuing professional growth activities, service on district and/or college committees, and performing other duties consistent with the role of an instructor. and performing other duties consistent with the role of an instructor.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability and sexual orientation of community college students, faculty and staff.
2. Be a physician, registered nurse or paramedic, currently certified or licensed in the State of California AND
3. Be knowledgeable in the course content of the January 2009 United States Department of Transportation (U.S.DOT) National Emergency Medical Services Education Standards DOT HS 811 077 E, herein incorporated by reference; and
4. Have two (2) years of experience in an allied health field and a Baccalaureate;
5. Be qualified by education and experience in methods, materials and evaluation of instruction, and shall have a minimum of one (1) year experience in an administrative or management level position and have a minimum of three (3) years academic or clinical experience in prehospital care education;
6. Be qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to methods, materials and evaluation of instruction.

Preferred Qualifications:

1. Prior teaching experience in Paramedic, EMT, EMR didactic and laboratory classes.
2. Five years of full-time experience providing patient care as a 911-first responder (as a paramedic).
3. Knowledge of and experience in varied teaching strategies to successfully engage, inspire, and retain students with diverse backgrounds and learning styles, using principles of

instructional design and curriculum development.

4. Commitment to professional growth and development and to continued innovation and improvement of teaching, including participation in professional EMS organizations.
5. Proficiency in use of computers and technology, including learning management systems, in the delivery of in-person and online instruction.
6. Knowledge of accreditation processes such as CoAEMSP and CAAHEP and other state/county agencies.
7. Ability to collaborate with faculty, staff, and administrators to successfully achieve program goals and objectives.
8. American Heart Association BLS, ACLS, PALS & NAEMT PHTLS Instructor Certifications.

In addition, the successful candidate will demonstrate:

- Strong communication and teaching skills. (A teaching demonstration will be required as part of the interviewing process.)
- Address stressful events, created by hostile students or patients by (a) maintaining emotional control, (b) listening without judgement or retaliation, (c) reasoning objectively and consistently, (d) keeping at the forefront the best interests of the student or patient, and (e) maintaining professionalism and the due process.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment.

Physical Abilities:

(Applicants should perform these physical abilities with or without reasonable accommodations)

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> **In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. **Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.*
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.

If you wish to request equivalency for this position (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. http://hr.fhda.edu/_downloads/Equivalency.pdf

If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our “Applicant Information” webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

HIRING RANGE: \$72,588.00 - \$119,214.00 annually plus benefits; actual placement is based on applicant’s verified education and experience.

For the complete Faculty Salary Schedule, go to:

http://hr.fhda.edu/_downloads/2019-2020%20Faculty%20Salary%20Schedules.pdf

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

TERMS OF EMPLOYMENT: Full-time, Tenure-track, 12-months per year

STARTING DATE: Fall 2022

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://hr.fhda.edu/>

This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

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