

# WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

## SUMMARY POSITION DESCRIPTION AND REQUIREMENTS

### **TITLE: Program Lead Instructor**

*This position description is not intended to be an exhaustive list of all of the duties of the position. It is a summary including many of the more important duties of the position. Other duties may be assigned by supervisors from time to time, or identified by the employee.*

### **DESCRIPTION:**

The Program Lead Instructor is supervised by the Council's Education Program Director. He/She will be responsible for serving as the lead didactic and lab instructor for a Paramedic Program taught through a collaboration agreement between the WVEMS Council and Radford University.

The Program Lead Instructor must possess a thorough knowledge of pre-hospital medicine with at least two years' clinical experience. He or she must be able to efficiently and effectively organize initial education programs, and be willing to learn and master new programs and assignments.

Time commitment will consist of approximately 16-20 hours per week.

For questions and to request a detailed Position Description, contact Cathy Cockrell at [ccockrell@vaems.org](mailto:ccockrell@vaems.org)

### **QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

Certification as a Nationally Registered or Virginia Paramedic, with a minimum of three years experience in the delivery of pre-hospital EMS. Associates degree or higher and certification as a Virginia Education Coordinator is preferred. Proficiency in oral and written communication skills. Must have a general working knowledge of computer systems, including familiarity with Microsoft Office applications (Word, Access, Excel, PowerPoint, Publisher, etc.) Ability to efficiently and effectively organize, plan, implement and evaluate various projects, be self-motivated, ability to work independently and develop and maintain excellent working relationships with Council and University staff.

### **SUMMARY OF DUTIES:**

1. Serve as the course lead instructor for initial certification courses, EMT – Paramedic. Be available to assist, answer questions and provide guidance.
2. Serve as a resource to EMS students and providers.
3. Serve as liaison to WVEMS Council and Radford University.
4. Develop a working relationship with program Medical Directors to encourage their participation and involvement.
5. Maintain course records, data entry input into Radford's LMS and master any EMS programs that are essential to instructor/student learning and objectives (FISDAP, Platinum, etc).

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6. Coordinate with the Education Program Director to ensure adequate coverage of instructors for didactic and lab classrooms.

7. Draft periodic reports that will document activities and progress toward established objectives.

8. Maintain regular contact with the Education Program Director, ensuring that he or she is kept advised on the status of all students and other assisting staff.

**CLASSIFICATION:**

This is a contracted position. No benefits are provided.

I have been provided a copy of this position description and any supplements thereto. I acknowledge that I have read and understand this document.

\_\_\_\_\_  
Employee

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Date