

## City of Napoleon

### Adjunct EMS Instructor

**Department:** Fire  
**Reports To:** Fire Chief  
**FLSA Status:** Hourly (Non-Exempt)  
**Civil Service:** Un-Classified (Non-Competitive)  
**Union:** Non- Bargaining  
**Approved By:** Joel Mazur, City Manager  
**Approved Date:** April 22, 2019

#### **SUMMARY**

Prepares and delivers instructional programs on basic or specialized EMS techniques to volunteer, professional, industrial, law enforcement, and emergency personnel. Demonstrates utilization of advanced EMS equipment and procedures, develops instructional programs and prepares written examinations for distribution to students to evaluate program effectiveness as authorized and directed by the Fire Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** as required; other duties may be assigned:

- Prepares, revises and submits course objectives and competencies to the Fire Chief.
- Assists in planning, organizing, implementing and coordinating EMS training courses.
- Instructs EMS courses through both lecture and practical based sessions.
- Leads and/or assists in the conduct of any exercise or scenario.
- Assists students with demonstration of skills.
- Prepares and coordinates course schedules with the Fire Chief and/or designee.
- Assists in the development and design of new and existing courses.
- Recommends and monitors appropriate program outcomes and assists the Fire Chief in program assessments.
- Provides students with evaluation forms, skill performance checklists and feedback related to scenarios.
- Obtains and maintains current textbooks and any other instructional materials.
- Briefs and directs support staff for EMS training courses and exercises to ensure that EMS courses are provided with the equipment and facilities specified in the course program.
- Assists with scheduling of facilities to include field activities and the use of facilities and apparatus of fire agencies.
- Assists in the ordering of materials for EMS trainings and helps maintain the fire training facility building and grounds.
- Maintains discipline and ensures safety standards for both staff and trainees are always adhered to.
- Attends staff development training courses both in-house and external as determined by the Fire Chief.
- Complies with relevant sections of Napoleon Fire and Rescue Policy and Guideline Manual, memorandums and any other communications.

#### **QUALIFICATIONS**

- Must embrace and demonstrate Core Abilities and Standards of Teaching Excellence in development and delivery of instruction.
- Must be able to relate successfully with students and staff of diverse cultural, social and educational backgrounds.

- Basic knowledge and skills with technology including software programs for communication, data collection and decision making including, but not limited to, Microsoft Office Outlook, Word and Excel
- Ability to model integrity through self-awareness, personal accountability, ethical behavior, quality standards, and sustainable practices.
- 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 by recognizing personal biases, adapting to culturally diverse situations, and demonstrating a commitment to equity, inclusion, and respectful interactions with persons of diverse ethnic, cultural, social-economic, or educational backgrounds.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or equivalent.
- Minimum of five (5) years of EMS experience.
- Specialty experience in adult and pediatric medical and trauma patients is highly desirable.

### **LANGUAGE SKILLS**

- Must be fluent in both written and spoken English.

### **REASONING ABILITY**

- Must have mechanical aptitude and ability to learn to operate relatively complex equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Ohio Drivers License and maintain the same as a condition of employment.
- Must have and maintain, as a condition of employment, Certified State of Ohio EMT, Advanced EMT or Paramedic.
- Must have and maintain, as a condition of employment, Certified State of Ohio Continuing Education Instructor or EMS Instructor.

### **PHYSICAL DEMANDS**

- Must have good vision with or without corrective measures.
- Must have good hearing with or without corrective measures.
- Must be able to operate a motor vehicle.
- Carrying equipment and/or injured people.
- Hard physical labor under extreme heat and cold for long periods of time without relief.

### **WORK ENVIRONMENT**

- Office work as well as outside work in extremes of weather, operations in extremely hazardous environments.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.