

CERTIFIED INSTRUCTOR COORDINATOR (PT)

JOB CODE: 5123
DEPARTMENT: Tioga County – Department of Emergency Services
CLASSIFICATION: Non-Competitive
SALARY GRADE: Hourly rate set annually
ADOPTED: Resolution 266-18; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for providing instruction to persons seeking to acquire certification or re-certification as a New York State First Responder, Emergency medical technician, or advanced emergency medical technician. An incumbent devises training schedules, ensures that the registration of participants is handled properly, and that course materials are obtained and disseminated as needed. The incumbent works under the general direction of the Director of Emergency Services or designee. Supervision is not a feature of the class; however, an incumbent may provide oversight to volunteers who are assisting with the training program. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Develop and revise periodically, as necessary, appropriate instructional and evaluation materials such as overhead transparencies, handouts, quizzes, homework, and interim examinations as necessary;
- Prepare and deliver all didactic presentations within the course;
- Plan, monitor, and direct the setup and conduct of laboratory sessions of the course;
- Provide interim written and laboratory skill evaluations according to course curriculum;
- Assist and advise students throughout various stages of the course;
- Coordinate and assure the completeness of the cleanup and restoration of all classroom and laboratory facilities;
- Keep and submit accurate and complete records on all students in the course as defined in the NYS EMS Administrative Manual
- Completes various forms and reports involved in training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ABILITIES: Thorough knowledge of NYS EMS Administrative Manual; thorough knowledge of emergency medical subject area including theory, techniques, applicable laws, rules and regulations; good knowledge of policies governing the NYS Department of Health, Bureau of Emergency Medical Services; ability to develop specialized training and to present ideas and concepts clearly and effectively both orally and in writing; skill in utilizing training aids and arranging demonstrations; ability to effectively use computer application such as spreadsheets, word processing, calendar, email and database software; good speaking voice and enunciation; good judgment; leadership; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: At time of and throughout the term of appointment, must retain a current certification as a New York State Certified Instructor Coordinator.