**POSITION ANNOUNCEMENT**

**POSITION: Paramedic Instructor- North Metro Campus**

**POSITION DESCRIPTION:**

Under the supervision of the Dean or Associate Dean of Health Sciences, the Paramedic Instructor is responsible for providing all aspects of classroom and laboratory in the Paramedic program. The instructor works in collaboration with the Program Director to support course delivery, curriculum implementation, student evaluation, and program compliance with state and accreditation standards.

**MAJOR DUTIES:**

**COURSE DEVELOPMENT**

* Demonstrates knowledge of curricula and subject matter for each course assigned.
* Selects and obtains appropriate educational materials for courses in collaboration with the Program Director.
* Follows established curricula to develop syllabi, goals, and objectives.
* Develops instructional techniques and activities that meet the needs of a variety of learning styles for face-to-face and online formats.
* Evaluates students’ progress in attaining goals and objectives by establishing evaluative criteria and tests in order that measure each student’s academic progress.
* Submits course approval requests to the Georgia Department of Public Health (DPH) and ensures ongoing compliance with all related requirements.
* Ensures instruction aligns with programmatic accreditation standards and prepares students for success on national licensure and/or certification examinations.

**INSTRUCTIONAL DELIVERY**

* Provides engaging, student-centered instruction in face-to-face, online, and lab settings.
* Assesses student learning needs and adapts instructional strategies accordingly.
* Promotes student success through consistent course materials, fair assessment, and alignment with program outcomes.
* Utilizes Blackboard and other instructional technologies effectively for course delivery, assessment, and grade management.
* Models and reinforces professional work habits by integrating a work ethics component into instruction.

**LAB INSTRUCTION AND MANAGEMENT**

* Maintains a safe, clean, and organized classroom and lab environment.
* Recommends and assists in procuring equipment to support student learning.
* Develops and provides structured lab plans for adjunct instructors to follow.
* Implements and enforces lab safety procedures in accordance with established plans, promptly correcting hazards as identified.
* Provides adequate supervision and timely feedback to students during lab activities.
* Ensures student minimum competencies (SMCs) are appropriately evaluated, documented, and maintained in program records.

**EVALUATION, ADVISING, AND SERVICE**

* Assesses student learning outcomes (SLOs) and prepares required reports in collaboration with the Program Director.
* Ensures distribution and collection of student surveys.
* Maintains accurate student records, documentation, and grades; reports grades accurately and on time in accordance with college policies.
* Communicates student progress and discusses strategies for improvement; maintains appropriate office hours for student advisement.
* Refers students requiring further pathway advisement to designated Academic advisors.
* Participates in college committees, program advisory committee meetings, and other institutional service activities as assigned.
* Contributes to ongoing program improvement and accreditation compliance through active involvement in evaluation and planning processes.

**MINIMUM QUALIFICATIONS:**

* **Paramedic License for the state of Georgia**
* **National Registry Paramedic**
* **Georgia EMS Instructor/Coordinator License (Paramedic)**
* **3+ years of experience in EMS**
* **Associate degree or higher from a regionally accredited college or university.**

**PREFERRED QUALIFICATIONS:**

* **Experience teaching within an accredited EMS program.**
* **Bachelor's degree or higher from a regionally accredited college or university.**

**SALARY/BENEFITS:** $70,928 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: October 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***