

**POSITION** Emergency Medical Services (EMS) Instructors – Adjunct  
**APPLY BY** June 30, 2022  
**HIRE DATE** August 1, 2022

**DIVISION** Public Safety  
**REPORTS TO** Emergency Medical Services Coordinator  
**CLASSIFICATION** Exempt  
**POSTING DATE** June 9, 2022

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## SUMMARY

Southwest Tech is seeking qualified candidates for Adjunct Emergency Medical Services (EMS) Instructors to teach in-person and online. Instructor will assume the responsibility for instruction in all areas of EMS training which may include EMR, EMT, and AEMT initial and continuing education. Ability to teach First Aid, CPR and other related courses is required. These positions are customer-focused and will require flexible scheduling with varied hours including evenings to meet customer needs. Instructors must meet Wisconsin licensure requirements. In-person positions will require travel throughout the Southwest Tech district and the surrounding area. Online instructors are required to maintain appropriate electronic equipment to facilitate live remote instruction. Please note that successful candidates must be available a minimum of 8 hours per week of both daytime and evening schedules for instructor development. The newly hired will be required to complete an instructor development process to be eligible to lead classes starting January 1, 2023.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Design, facilitate, revise, and maintain curriculum using WIDS to promote optimum student learning
- Work cooperatively with the program staff to provide a quality-learning environment for students
- Use multiple learning style techniques in all learning settings
- Document students' performance to provide assessment and evaluative feedback for students to promote learning, growth, and progress
- Demonstrates current knowledge, skills, and attitudes for the practice of Emergency Medical Services
- Promote appropriate health care work ethic for all students
- Maintain strict confidentiality of students and clients
- Conduct oneself in a professional and ethical manner consistent with health care practice
- Demonstrate flexibility in managing duties and responsibilities
- Demonstrate collaboration and cooperativeness with Emergency Medical Services departments, health care agencies and Southwest Tech staff
- Demonstrate promptness and preparedness for classroom and lab instruction
- Follow the College, Department of Health, WTCS EMS Departments and National Registry's policies, procedures, and protocol in all activities
- Demonstrate concise, clear, and inclusive information in communicating with students, agency staff, and Southwest Tech staff
- Demonstrate caring behaviors toward students, health care agencies, and Southwest Tech staff
- Design and participate in program recruitment and marketing strategies
- Additional responsibilities include coordination of the NREMT practical and written examinations for all levels of EMS
- Provide educational leadership
- Work effectively in a self-directed team concept that will include adjunct staff

## TRAINING AND EXPERIENCE

- Bachelor's Degree in Education or Health Care Related or equivalent (preferred)
- Minimum of two years of field experience as an EMT or two years as a licensed emergency health care professional working with an emergency response organization (paramedic or AEMT strongly preferred)
- American Heart Association CPR Certified Instructor (or ability to become certified)
- Actively involved with EMS within the last 5 years
- Meet Wisconsin Technical College System certification requirements
- Minimum of current Wisconsin licensure as an EMT (paramedic or AEMT strongly preferred)
- Meet Wisconsin Caregivers Background Check requirements
- Valid Wisconsin driver's license with the ability to drive to and from work sites located throughout our district
- Knowledge and application of modern computer software and hardware (MS Word and PowerPoint), email, and internet experience. Tests may be administered.
- Two years previous teaching experience in a higher education environment (preferred)
- Ability to be certified as an EMS Instructor II
- Must have current national registry certification or the ability to obtain certification

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs)  
For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu)

**WAGE RANGE:** Adjunct Hourly Range \$17.00 - \$30.00

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.