



Allen Key **Job Description: Adjunct Instructor**

Approved:

Date: 7/01/2019

As a training institute, accredited by the West Virginia Office of Emergency Medical Services, JCESA and the students we serve may benefit from the instruction and guidance of highly trained and experienced professionals not otherwise employed by the agency in any other capacity. The position of Adjunct Instructor may be offered, upon approval by the Director and recommendations of the Education & Compliance Officer and Operations Commander, to individuals who are expected to provide instruction multiple times per year as part of the agency's offerings.

The agency uses the services of many instructors outside the agency who are not employed by the agency. Individuals provide these services as part of their employment with another organization, as a volunteer of another organization, or as an individual with subject matter expertise interested in sharing with the students of JCESA. Those individuals do so without any expectation of compensation from JCESA. Anyone who does expect compensation for instruction or related duties in accordance with this job description must be formally offered and accept this position prior to the commencement of work.

Qualifications

To be eligible for initial or continued employment in this position one must:

- Be at least twenty-one (21) years of age
- Possess a valid Driver's License
- Have at least 10 years of full-time experience in EMS, fire suppression, or Hazardous Materials
- Have experience instructing adult learners

Desired Qualifications:

- Bachelor's Degree or higher
- WVOEMS Lead or Master Instructor certification*

*Individuals without instructor certification, usually subject-matter-experts, may assist with instruction, but cannot serve as the lead instructor for a course.

Responsibilities

It is the responsibility of the Adjunct Instructor to:

- Adhere to the JCESA Training Institute policies and procedures
- Adhere to and enforce the JCESA Training Institute Student Manual
- Coordinate curriculum with the Education & Compliance Officer and develop or use existing presentations, course/class outlines, handouts, and/or assignments



- In cooperation with the Education & Compliance Officer, select and compile tests, assignments and/or other exercises that permit measurement of performance relative to learning objectives
- Facilitate class instruction in accordance with learning objectives and session plan outlines, in a professional, pleasant, and inclusive manner
- Provide remediation for students who require additional instruction
- Administer evaluations of student performance based on course deliverables
- Provide course evaluations at the conclusion of every course
- Submit all course/class documentation including; roster, test, written materials, and course evaluations to the Education & Compliance Officer within 48 hours of course completion

Supervision Given/Received:

This position receives direction and supervision from the Education & Compliance Officer. This position does not supervise others, except that a Lead Instructor is in-charge of an assigned class, including the direction of any assisting instructors in the execution of the class.

Additional Position Attributes:

- **Status:** Hourly, occasional as needed
- **Compensation:** Compensation is determined by position and years of service, as illustrated in the JCESA Pay Table. The hourly rate for this position will be the same as an employee at the rank of FF/Paramedic II.
- **Location and Hours of Work:** Class hours and days will vary. Assignment location and scheduled hours are subject to change at any time for any reason at the discretion of the Education & Compliance Officer.