



# Turtle Mountain Community College

10145 BIA Road 7  
P.O. Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
www.tm.edu

## Emergency Medical Technician (EMT) Instructor

**Position Title:** Emergency Medical Technician (EMT) Instructor  
**Contract Term:** 9-Month Academic Year (Tribal College Grant)  
**Accountable To:** Dean of CTE  
**Salary:** \$64,011 (minimum)

**Summary of Position:** The EMT Instructor is responsible for delivering high-quality, learner-centered instruction in the Emergency Medical Technician (EMT)/Allied Health Department. The instructor will foster a culture of mutual responsibility and lifelong learning, integrating local culture into the curriculum to support the institution's mission. This role includes teaching the skills and knowledge necessary for basic life support emergency medical care to a diverse student population and participating in various educational and community service activities.

The responsibilities of a full-time faculty member are divided into the four categories: teaching, advising, service and scholarship to the College and the community.

### TEACHING

- The key purpose of the College and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitute the heart of faculty responsibility.
- Serve as an instructor/preceptor for the EMT program.
- Plan, implement, coordinate and evaluate EMS educational program offerings.
- Deliver instruction both on campus and off-site as needed, supervising students during instructional time.
- Classroom and laboratory preparation, instruction and supervision of students.
- Effectively maintain and manage the classroom, through the creation a vibrant learner-centered teaching atmosphere.
- Evaluates student progress in a fair, consistent and timely manner.
- Maintains accurate records of student performance and submits grades and attendance according to deadlines.
- Adheres to policies, procedures, values/ethics, expectations and practices of TMCC.
- Coordination and assessment of academic courses and programs.
- Establishes learning outcomes that are relevant and meaningful.
- Minimum yearly evaluation of library holdings and recommendations of books.
- Development of new course and programs of study proposals to the curriculum committee.
- Implementation and participation in service learning project(s).
- Develop an Individual Professional Development Plan (IPDP).
- Engage in ongoing professional development and promote the EMS program through recruitment and marketing activities.
- Participate in budget preparation and maintain program approval.
- Mentor students and ensure compliance with industry standards.
- Maintain regular contact with students and program personnel.
- Retain and demonstrate current knowledge of effective teaching methods and materials.
- Follow the established employee evaluation process as prescribed by TMCC's faculty policy manual.
- Other tasks as needed.

### ADVISING

- Post schedules and maintain office hours.
- Provide educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions.
- Track the progress of students as needed.
- Refer to appropriate resources as needed.
- Other tasks as needed.



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### SERVICE

- Service on departmental, self-study or institutional committees.
- Participation in College sponsored activities such as recruiting students, graduation activities, and other planned activities and meetings.
- Coordination, advisement, and supervision of student activities, organizations and clubs directly related to the academic programs.
- Coordination, advisement, and supervision of student activities, organizations or clubs not directly related but supplemental to academic programs.
- Development, implementation and sharing of results of college and/or community service learning projects.
- Initiation and/or participation in civic engagement activities.
- Other tasks as needed.

### SCHOLARSHIP

- Participate in faculty development initiatives.
- Ongoing research that leads to the discovery of new knowledge, proficiency and growth in one's field.
- Publication and dissemination of scholarly writing.
- Serve as a peer reviewer for scholarly writing.
- Holding office or membership in professional organizations.
- Attending and participating in meetings, conferences and conventions of professional associations.
- Writing proposals for research or other projects that support academics.
- College connected consultation or professional community service.
- Continuous research and implementation of effective teaching methods and materials.
- Other tasks as needed.

### REQUIRED QUALIFICATION (Minimum Qualifications)

- High school diploma or GED
- Successful completion of an EMS Academy-approved EMS instructor course
- Minimum of three years of relevant EMS experience. Higher degrees from accredited institutions may substitute for experience on a year-for-year basis.
- ND licensure as EMT-Intermediate or Paramedic.
- Valid Motor Vehicle Operator's License required by employment start date.
- Knowledge of educational methods and current accreditation procedures.
- Willingness to travel and teach at various hours and locations as necessary.

### PREFERRED QUALIFICATIONS (Desired Experience/Training):

- Experience in academic and skills lab instruction at the Paramedic level.
- Experience in coordination of hospital clinical or fire service/EMS agency internships.
- Administration of EMT/Paramedic programs.
- Recent field experience in pre-hospital care or emergency medicine.
- Knowledge of educational methods and current accreditation procedures.