

## **EMERGENCY MEDICAL SERVICES INSTRUCTOR (Per Diem)**

DISTINGUISHING FEATURES OF THE CLASS: An Emergency Medical Services (EMS) Instructor is responsible for development and delivery of high-quality education and training pertaining to EMS, pre-hospital care, and community level courses. The instructor designs, implements, and evaluates courses that ensure students acquire the knowledge and skills necessary for success in the care of pre-hospital treatment strictly adhering to policy, guidelines and regulations. The EMS instructor will report to the Deputy Commissioner of Public Safety for 911 & EMS.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in planning, implementing, coordinating, delivery and evaluating EMS educational program offerings;

Assist EMS agencies and providers through training and administrative support necessary for CME recertification requirements such as practical skills evaluations;

Utilize various teaching methods to accommodate different learning styles and maintain student Engagement;

Develop and revise curriculum, lesson plans, and training materials in accordance with state and national EMS, CPR and other standards;

Ensure course content reflects current protocols, guidelines, and best practices;

Maintain compliance with local, state, and national accreditation and certification requirements;

Complete and submit required documentation, including attendance records, grades, and; evaluation forms.

## **EMERGENCY MEDICAL SERVICES INSTRUCTOR (Per Diem)**

### **Page 2**

Work with other County personnel to schedule, advertise and organize EMS training classes;

Identify and address learning barriers, offering remediation and additional support as needed;

Participate in programs planning, evaluation, and improvement initiatives including participation

in tabletop and full-scale exercise development and delivery;

Collaborate with other instructors, program directors, and clinical coordinators;

Maintain training equipment and ensure proper cleaning procedures;

Stay updated on the latest advancements in emergency medicine, teaching methodologies, and

regulatory changes;

Attend professional development course and maintain certifications relevant to EMS instruction;

Deliver community and other first responder level courses such as CPR, First Aid, Narcan

Administration, Stop the Bleed, and others;

Assist the Division of Public Safety with administrative and program duties; and

Other duties that may be assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Strong dedication to student learning and professional growth in the EMS

field; ability to explain complex medical concepts clearly and concisely; ability to adjust teaching

methods to meet the needs of diverse learners; ability to work collaboratively with fellow

instructors, administrators, and healthcare professionals; must be detail oriented; ability to ensure

accuracy in training materials, record-keeping, and student evaluations; ability to encourage

students through challenges while maintaining high educational standards; ability to analyze and

## **EMERGENCY MEDICAL SERVICES INSTRUCTOR (Per Diem)**

**Page 3**

present real-world EMS scenarios to develop problem-solving skills in students; must possess integrity, accountability, and respect in all interactions.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a high school equivalency diploma and two  
(2) years of experience in EMS education as a CIC and/or CLI.

***SPECIAL REQUIREMENTS:*** (1) Must possess and maintain certification as a NYS EMT, AEMT, or Paramedic and (2) possess and maintain NYS certification as a Certified Instructor Coordinator (CIC) and CPR instructor (AHA, ARC or HSI).

\*Candidate interview will include a 10 minute classroom presentation.

---

Reviewed and placed in Classplan: 3/2/2025

Y:\CLASSPLAN\DOC  
Originated: 2/21/2025  
Jurisdictional Class: Competitive  
Public Hearing: n/a  
NYS Civil Service Commission Approval: n/a