



EMERGENCY MEDICAL SERVICES (EMS) INSTRUCTOR PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:

Instructional Duties:

- Prepare and update course syllabi annually; distribute and review with students.
- Teach assigned courses and maintain scheduled class times.
- Use instructional methods appropriate for diverse student backgrounds and learning styles.
- Create a supportive and engaging learning environment.
- Revise teaching methods for improved learning outcomes.
- Promote and assess achievement of course/program competencies.
- Maintain accurate student records including attendance and grades.
- Participate in curriculum development and revision.
- Encourage students to use academic and support services.
- Refer students to tutorial and other support resources and conduct follow-up.
- Integrate technology into teaching when appropriate.
- Other duties as assigned.

Assessment, Curriculum & Program Review:

- Assist with assessments and curricular updates at course, program, and institutional levels.
- Participate in state-mandated program reviews and reporting.

Professional Development:

- Maintain required CTE credential(s), licenses, and certifications.
- Participate in professional growth activities (e.g., workshops, conferences, memberships).
- Complete performance evaluations with supervisors.
- Stay current in instructional and industry trends.

Other:

- Maintain equipment and supply inventories and request equipment repairs.
- Submit reports and documentation by deadlines.

MINIMUM QUALIFICATIONS:

- Advanced EMT Certification or higher
- High school diploma or GED

- 1 year of (2,000 hours) of verified occupational experience outside of educational program requirements (i.e. clinical hours) within the last 5 years
- Active CTE Credential or willingness to obtain.

PREFERRED QUALIFICATIONS:

- One or more years of successful teaching experience at the post-secondary level.

COMPENSATION:

\$27-\$31 per hour depending upon experience, up to 28 hours a week.

APPLICATION INSTRUCTIONS:

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

Please submit the application file to:

Kelsey Barbee
 Director of Human Resources
 Otero College
 via email at kelsey.barbee@otero.edu
 719 384-6824

Application Deadline: Open Until Filled- priority will be given to applications received by July 23, 2025

Applicants must submit to and pass a background check before an offer of employment can be extended.

****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.** **Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. ****