



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 10/01/2023
Revised on: 3/4/2026

Job Title	Salary Schedule	Grade	Job No.
Emergency Medical Services (EMS) Clinical Coordinator/ Instructor	D1		ID9794
Reports To	FLSA Status	Grant Funded	Tenure Track
EMS Program Director	Exempt	No	Yes

JOB SUMMARY: The Clinical Coordinator/ Instructor will be responsible for classroom, laboratory and clinical instruction in emergency medical services at the Associate’s Degree level at any of the GSCC campus sites (day or night) and related activities for program development, revision, and implementation.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Associate’s degree in Emergency Medical Services **from an approved U.S. Department of Education accredited institution** required. Bachelor’s degree in Emergency Medical Services *preferred*.
- ◆ Current State of Alabama Paramedic License required.
- ◆ Three (3) years of successful full-time experience as a paramedic required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ AHA instructor certifications in BLS, ACLS, and PALS.
- ◆ Yearly documentation of required continuing education activities as required by ADPH.
- ◆ Three (3) years of Emergency Medical Services teaching experience.
- ◆ NAEMSE Level I Instructor Certification.
- ◆ ITLS Instructor Certification.
- ◆ EVOC Instructor Certification.
- ◆ Excellent oral and written communication skills.
- ◆ Excellent customer service skills.
- ◆ Excellent problem-solving skills.
- ◆ Ability to work independently.
- ◆ Competency in the use of computers and software used to support instruction.
- ◆ Commitment to an inclusive, student-centric teaching and learning process supported by the philosophy of Gadsden State Community College and the Alabama Community College System.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Instruct didactic classes, conduct laboratory classes, and supervise clinical sessions in Emergency Medical Services.
- ◆ Conduct instruction in a wide variety of settings and time frames including: day, evening, and weekends both on and off campus. Some travel may be required.
- ◆ Prepare course materials, objectives, syllabi, and curriculum design.
- ◆ Organize and maintain instructional equipment as required
- ◆ Assist students out of class in their quest to master the information presented.
- ◆ Serve as faculty sponsor to student organizations assigned.
- ◆ Serve on a variety of college and division committees.
- ◆ Maintain appropriate professional licensure and/or certification.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** The instructor must be able to stand and walk for extended periods during instruction and clinical supervision, as well as occasionally bend, reach, or assist students with clinical activities or patient care.
- ◆ **Manual Dexterity:** Regular use of hands and fingers is required for operating educational equipment, computers, and medical equipment.
- ◆ **Lifting:** Must be able to lift, move, or support equipment and instructional materials weighing up to 25 pounds, and occasionally assist with patient positioning or equipment demonstration in the clinical setting.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for instruction, feedback, and documentation. The instructor must be able to project their voice, provide demonstrations, and communicate professionally with students, colleagues, and healthcare partners.

Work Environment:

- ◆ **Setting:** The work is performed in a variety of instructional environments. Each setting requires adherence to appropriate safety, infection control, and confidentiality standards.
- ◆ **Travel:** Travel between the college's campuses is required. Personal transportation and a valid driver's license are necessary.
- ◆ **Schedule:** Standard college hours are expected; however, flexibility is required to accommodate evening, weekend, or clinical assignments as scheduled by the EMS Program Director or Dean of Health Sciences.

- ◆ **Interaction:** Regular collaboration with students, faculty, healthcare professionals, and administrative staff is essential. The instructor must maintain positive working relationships and serve as a professional role model within both academic and clinical environments.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date