Job Announcement

Northshore Technical Community College is accepting applications for a full-time (35 hour per week), unclassified 9 Month Position domiciled through the Hammond Area Campus at the Tangipahoa Parish School System’s Advanced Career and Magnet Center to begin the 2024 Fall Semester.

Applications will be accepted until position is filled, with preference being given to those received on or before June 15, 2024.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes. As this position will work with students in the Tangipahoa Parish School System, it may also be subject to pre-employment screening requirements of the Tangipahoa Parish School System.

Please submit: (1) a letter of application, (2) a resume and (3) official transcripts (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

JOB SUMMARY:
Responsible for providing instructional services in the area of emergency medical technician.

Responsibilities:

- **Instructional/Teaching Performance**
  - Utilize innovative, effective, and equitable teaching techniques
  - Follow course syllabi and outlines
  - Maintain time on task
  - Receive favorable student evaluations of instruction
  - Meet deadlines related to this function.

- **Program Coordination/Instructional Development**
  - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
  - Prepare course offering schedule based on Curriculum Guides
  - Participate in curriculum meetings
  - Meet all deadlines related to this function

- **Program/Instructional Management**
  - Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
  - Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
  - Meet all deadlines related to this function

- **School or Classroom Management**
Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function
- Maintain accountability of all assigned books, equipment, and supplies

- **Student Guidance/Advising Activities**
  - Provide career counseling and academic advising
  - Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
  - Serve special populations
  - Make appropriate referrals to students with special needs
  - Maintain appropriate number of students in class and in program
  - Meet all deadlines related to this function

- **College and/or Community Services**
  - Participate in recruitment activities, i.e. career fairs, etc.
  - Maintain program accreditation/certification or program licensure requirements

- **Provide service to the College that may include some of the following activities:**
  - Sponsor student organizations
  - Serve on or chair committees
  - Conduct or coordinate teaching consultant activities
  - Facilitate workshops
  - Teaching consultant activities
  - Teach continuing education or customized industry courses
  - Provide routine equipment maintenance
  - Initiate and write new program proposals
  - Serve on College committees as required

- **Provide service to the community that may include:**
  - Participate in health fairs
  - Participate in charity or community activities
  - Meet all deadlines related to this function

- **Professional Activities, Leadership, and Service – participate in professional development activities that may include:**
  - Complete coursework or degrees
  - Membership in professional organizations
  - Serve on a Board or in an Office of professional association
  - Present a paper or facilitate a workshop at a professional conference
  - Participate in a Leadership Academy
  - Serve on an external institutional or program accreditation team
  - Participate in industry visits
  - Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
  - Meet all deadlines related to this function

- **Perform other related duties as assigned**

**QUALIFICATIONS:**

**Minimum Requirements:**
Must have a valid NREMT certification as an EMT, A-EMT, Paramedic; four years of verifiable experience as a licensed EMT in Louisiana, OR NREMT certified EMT, A-EMT, Paramedic; or combination of 4 years of verifiable experience as Louisiana licensed EMT, A-EMT, Paramedic; or combination of 4 years of verifiable experience as a NREMT certified EMR, EMT, A-EMT, Paramedic; Evidence of an associate’s degree or higher from an accredited United States Department of Education school; complete an EMS instructor course (approved by BEMS); Verification of successful completion of practical skills test by the bureau or NREMT within the preceding two years; A valid CPR certification (American Red Cross or equivalent approved by BEMS); Evidence of affiliation with an EMS training program or institution.
SPECIAL SKILLS AND ABILITIES:

1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Knowledge of and ability to follow College policies and procedures. Knowledge of trends, developments, new technologies affecting the Computer Information Systems program. Knowledge of curriculum and program development. Knowledge of public relations/marketing practices and methods. Skill in instructing students from diverse cultures and/or backgrounds. Skill in using authentic assessment to evaluate students’ needs and progress. Skill in integrating technology into curriculum and other educational services. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to team environment. Ability to analyze problems, identifies solutions, and takes appropriate actions to resolve problems using independent judgment and decision-making processes. Ability to teach effectively utilizing a variety of instructional methodologies including lecture, lab work, hands on instruction, and other instructional methods and update instructional methods and materials and apply research studies in classroom, and lab settings.

2. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Essential functions that medical assistants need to be able to perform include:

- Passing a cardiopulmonary resuscitation (CPR) course
- Applying universal precautions such as hand washing and applying mask, gown and gloves
- Providing sufficient physical support to safely assist patients in moving
- Performing clinical treatment activities
- Able to move in confined spaces
- Maintain balance in standing position
- Twist body from one side to the other
- Reach below the waist and to the front or the side of the body to the level of the top of head
- Able to push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another
- Able to possess hand and finger coordination and strength to allow grasp, twist and pinch of an object weighing 5 pounds for at least 5 seconds
- Ability to distinguish subtle vibrations through the skin (pulse)
- Able to move quickly in case of emergency situations
- Able to identify the subtle difference in surface characteristics (feel a raised rash)
- Able to squat or modified squat (one knee on floor) for at least 1 minute
- Able to climb and descend a flight of stairs in succession
- Able to walk independently without assistance
INTERPERSONAL SKILLS:
Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is primarily performed under general supervision in a typical classroom or laboratory setting with appropriate climate controls.

Northshore Technical Community College is an Equal Opportunity Employer
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.