

### EMT Adjunct Instructor

East Arkansas Community College is currently accepting applications for the part-time position of EMT Adjunct Instructor.

In accepting a Faculty appointment, an individual accepts responsibilities and obligations as a professional educator. In the same spirit in which the college jealously guards the individual's rights as an academician, he/she must never use the position for any non-professional or personal purpose. The chief duty of each faculty member is the instruction of students. This duty takes precedence over all other. Each faculty member should make every effort to be present and on time for each class meeting and to be prepared. For online and/or hybrid classes, the faculty member should prepare and monitor these classes in a timely and efficient manner. Faculty members are also responsible for the following.

1. Demonstrating a commitment to the college's mission, vision, and strategic priorities.
2. Contributing appropriately and constructively to the achievement of program, division, and institutional goals, outcomes, and strategies to achieve same.
3. Adhering to policies set forth in the Faculty/ Staff Handbook and Board Policy Manual.
4. Participating in development, planning, implementation, and evaluation of department curriculum.
5. Acting as a course coordinator as assigned.
6. Participating in college committees as appointed.
7. Attending and participating in college graduation exercise.
8. Providing for improvement of instruction through assessment of student learning, evaluation, and follow-up.
9. Acting as a student advisor with an emphasis on retention, completion, and student success.
10. Maintaining accurate class attendance and withdrawal records, completing eleventh-day rosters in a timely and precise fashion, and assisting the registrar in accurately determining students who are not attending class.
11. Participating in faculty recruitment and interviewing process when appropriate
12. Completing program review documents.
13. Arranging for, and following up after, internships and employment of students enrolled in programs in which the faculty member teaches, with an eye toward improving student learning to satisfy employer needs, as well as maintaining records and data related to employment and internship activities.
14. Actively collaborating in building and maintaining relationships within and beyond the institution with the purpose of developing external relationships, networking, and engaging with the community for the betterment of the college.
15. Engaging in professional growth in a way that improves student learning and completion.
16. Be informed on teaching and learning within their discipline and revising curricula in order to remain relevant.
17. Evaluating students' needs and completion of stated learning outcomes.
18. Devising strategies for improving and enhancing the quality of instruction.
19. Improving instruction by taking an active role in the evaluation process through thoughtful and deliberate participation in faculty evaluation, which include student evaluation, peer/supervisor evaluation, and self-evaluation.
20. Following the template for standardizing the common course syllabi.
21. Providing grading standards in writing at the beginning of the course within the syllabus.

22. Creating an environment that promotes meaningful and thoughtful learning, which includes fostering a climate of mutual respect and acceptance of varied viewpoints.
23. Adhering to the student handbook code of conduct and reporting discipline issues to the supervisor.
24. Advise assigned students and refer students to on-campus and external resources when applicable.
25. Verifying rosters every semester using MyEACC and reporting discrepancies between official rosters and blackboard rosters to the registrar. The official roster is used to verify students who component of the productivity funding formula. The utmost concern for accuracy must be given to official reporting. Faculty should consult the academic calendar for the census date each semester to ensure this reporting responsibility is completed in a timely fashion.
26. Maintain all Certifications/Licensure required in the Faculty's respective field of study.
27. If applicable, Maintain budgets, utilized proper purchasing procedures and travel procedures.
28. Reports to the Dean of Career and Technical Education
29. Perform other duties as assigned

**Minimum Qualifications:**

An EMT License, EMS Instructor License and BLS Instructor. Two years of experience as an EMT; previous instructor experience preferred.

**Work Schedule:** Part Time/Evenings

Please submit an EACC application online and include a resume' and transcript(s) at [www.eacc.edu/employment](http://www.eacc.edu/employment). You can also email a pdf application and supporting documents to [humanresources@eacc.edu](mailto:humanresources@eacc.edu). Review of applications will begin immediately and continue until position is filled.

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