

LAB INSTRUCTOR/TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting with provision of psychomotor skills instruction, in accordance with any appropriate New York State guidelines and protocols, during practical lab sessions offered in conjunction with training courses in conducted at the Putnam County Bureau of Emergency Services Training and Operations Center. Work is performed under direct supervision of the Senior Certified Instructor Coordinator and the Director of Emergency Medical Services. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with the provision of psychomotor skills instruction during practical lab sessions in accordance with current New York State guidelines and protocols, to support training course curricula where appropriate, as assigned;
Assists with monitoring trainees' progress and maintaining records of trainee enrollment, attendance and performance;
Assists the Certified Lab Instructor in supporting and meeting established instructional goals;
Assists with testing and evaluation of trainees' psychomotor skills as necessary, in accordance with New York State requirements and guidelines;
Assists with provision of feedback to trainees on their performance and requirements;
May assist with providing trainees with remedial or individualized help as needed;
Performs a variety of related duties as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

When Appointed as LAB INSTRUCTOR TRAINEE:

Observes the provision of psychomotor skills instruction by higher level instructor-employees during practical lab sessions in accordance with current New York State guidelines and protocols, to support training course curricula where appropriate, as assigned;
Assists with provision of psychomotor skills instruction only when directed by and in the presence of the Certified Lab Instructor;
Assists the Certified Lab Instructor with various duties and activities relative to training, evaluation and record-keeping, as required;

LAB INSTRUCTOR/TRAINEE (cont'd)

Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of theory, techniques and applicable laws, rules and regulations, of specific emergency services areas of training, as applicable to practical lab instructor assignments; working knowledge of operation of specialized equipment utilized in emergency services; good knowledge of the effectiveness of various training methodologies and motivational techniques; ability to understand and execute complex oral and written instructions; ability to communicate ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, one (1) year of experience instructing in an emergency services skills training program, and meet the below special requirement.

SPECIAL REQUIREMENT:

Possession and maintenance of a valid Emergency Medical Technician (EMT) Certification issued by New York State Department of Health, Bureau of Emergency Medical Services.

NOTE: Candidates lacking the required one (1) year of experience instructing in an emergency services skills training program, as stated above, may be appointed as LAB INSTRUCTOR TRAINEE for a period not to exceed one (1) year. This experience shall fulfill the experience requirement for LAB INSTRUCTOR. Appointees who satisfactorily complete the training period may then be appointed to the position of LAB INSTRUCTOR.