

SENIOR CERTIFIED INSTRUCTOR COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves overall responsibility for directing and coordinating the planning, organization, administration and evaluation of effectiveness of all training courses conducted at the Putnam County Bureau of Emergency Services Training and Operations Center. Responsibilities include overseeing all courses to ensure program continuity and that all course objectives are met. Additional duties include ensuring that course content and instruction is in accordance with any appropriate New York State guidelines and protocols. Work is performed under general supervision of the Director of Emergency Medical Services. Supervision is provided to lower level employees such as Certified Lab Instructors and Skills Evaluators. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Administrates all training courses and classes, including scheduling of classes, training sessions, supplemental courses, etc., scheduling of teaching facilities for classes, instructor assignments, and instructor training, in accordance with appropriate New York State requirements or guidelines;

Ensures that course content is in compliance with New York State requirements, guidelines and protocols, as well as incorporating local concerns and issues;

Oversees preparation and development of course content for general or specialized training courses, including lesson plans and teaching aids, such as training handbooks, demonstration models and multimedia visual aids, to achieve established instructional goals;

Oversees inventory maintenance of EMS training equipment and supplies required for training courses;

Oversees proper maintenance of archival course and trainee records according to New York State requirements and guidelines;

Submits all funding requests to appropriate sponsor or funding source, as directed;

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.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of general and specific subject matter, including theory, techniques and applicable

laws, rules and regulations, of various emergency services areas of training, such as fire prevention and safety, firefighting, emergency medical services, disaster services, arson, hazardous materials control, emergency communications, etc.; good knowledge of operation of specialized equipment utilized in emergency services; good knowledge of the effectiveness of various training methodologies and motivational techniques; ability to develop training programs incorporating different teaching approaches and meeting specific instructional needs; ability to communicate ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

An acceptable level of education and experience as determined to be appropriate by the appointing authority.

SPECIAL REQUIREMENTS:

1. Possession and maintenance of a valid Emergency Medical Technician (EMT-Defib) Certification issued by New York State Department of Health, Bureau of Emergency Medical Services. EMT Certification must be current, and have been held for a minimum of two (2) years.
2. Possession and maintenance of a valid Certified Instructor Coordinator (CIC) certification issued by New York State Department of Health, Bureau of Emergency Medical Services. CIC Certification must be current, and have been held for a minimum of two (2) years.

NOTE: Any verified evidence of certifications, such as letters from a NYS agency or records of course completion, will be acceptable to meet all of the above special requirements.