

SENIOR CERTIFIED LAB INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for overseeing provision of psychomotor skills instruction, in accordance with any appropriate New York State and local 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. General supervision may be provided to Certified Lab Instructors and other subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Ensures that all psychomotor skills instruction provided during practical lab sessions is in accordance with current New York State guidelines and protocols, as well as any directives mandated by the assigned Certified Instructor Coordinator;

Oversees and monitors trainee progress reporting and records maintenance relative to trainee enrollment, attendance and performance;

Provides information about trainee enrollment, attendance and performance records, as well as trainee skills progress overviews to Certified Instructor Coordinator assigned to course, as appropriate;

Provides information to Certified Instructor Coordinator assigned to specific course about remedial training and performance improvement training provisions for specific trainees when needed;

Oversees and monitors instructor attendance records;

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 theory, techniques and applicable laws, rules and regulations, of specific emergency services areas of training, as applicable to practical lab instructor assignments; 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 meet specific instructional needs as directed; ability to communicate ideas

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clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; initiative; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, two (2) years of experience as a Certified Lab Instructor, one (1) year of which must have been with Putnam County Bureau of Emergency Services, and meet special requirements as stated below.

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.
2. Possession and maintenance of a valid Certified Lab Instructor (CLI) certification issued by New York State Department of Health, Bureau of Emergency Medical Services.

NOTE: The Senior Certified Lab Instructor's EMT certification level must meet or exceed the certification level of any course to which s/he is assigned.