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| <b>Job Title</b>  | <i>Adjunct – Pre EMT/ EMT Instructor Part-Time (Pool)</i> |
| <b>Department</b> | <i>Academics &amp; Training</i>                           |
| <b>Reports To</b> | <i>Director of Curriculum and Instruction</i>             |
| <b>Salary</b>     | <i>Compensation is based on term of assignment</i>        |

*Community College Preparatory Academy is accepting applications for **Adjunct Part-time Pre EMT/EMT Instructors** on a continuous basis. Applications may be reviewed periodically based on the student enrollment needs. Classes are generally in the evening from 5:00pm-8:30pm, however this may change based on enrollment/faculty needs. Salary is based on experience.*

*We're actively searching for a dynamic and innovative **Adjunct Part-Time Pre EMT/ EMT Instructor** to become part of our team. The perfect candidate will have a deep understanding of both industry standards and practical application knowledge, be an experienced instructor of adult learners with cultural competency. We seek someone who can bring innovative solutions to the table while wholeheartedly embracing our mission.*

### **ABOUT US**

*Welcome to the Community College Preparatory Academy, the first adult charter school in our region dedicated to the lifelong learning of under-accredited adults and the chronically unemployed. Our mission is to serve adult learners—empowering them to be “future-ready” through rigorous education and practical skills training, paving the way for meaningful employment and personal fulfillment.*

#### **\*\*Our Commitment to Excellence: \*\***

*At Community College Preparatory Academy, we pride ourselves on providing a high-standard, supportive learning environment tailored specifically to adult learners. Our newly designed, state-of-the-art facility aligns perfectly with the unique needs of adult education. It features flexible classroom spaces, advanced technological resources, and a variety of learning environments that promote both collaborative and independent study.*

#### **\*\*Our Core Values: \*\***

***Start-Up Mentality with Strong Experience:*** *As a growing institution, we embody the agility and innovative spirit of a start-up while leveraging the deep and varied professional experience of our dedicated educators and staff.*

***Cultural Competence:*** *We celebrate diversity and are committed to fostering an inclusive environment where every student feels valued and understood. Our staff is trained to recognize and bridge cultural gaps, ensuring a holistic and respectful learning experience.*

***Innovative Problem Solvers:*** *We believe in strategic and inventive thinking, in thinking outside the box. With unrivaled intensity, our team continuously seeks creative solutions to meet the unique challenges faced by our students, from flexible scheduling to personalized learning plans.*

***Mission-Oriented:*** *Our focus remains steadfast on our mission to uplift and educate. Our commitment to transforming lives through education drives every decision and action.*



**\*\*Join Our Team as an EMT Instructor\*\***

## **JOB OVERVIEW**

*Pre EMT/ EMT Adjunct faculty or instructors are appointed on a term (or session) basis, as needed, to teach individual courses or specific portions or modules of a course. Responsibilities include teaching preparatory and/or core pathway (program) courses in a blended learning format, which may include on-campus and off-campus courses during the day and evening, on weekdays and weekends. Adjuncts are expected to maintain currency in their teaching disciplines and in trends in adult and workforce education. The purpose of the adjunct position is to provide quality learning opportunities that assist students in achieving their educational goals and career aspirations. All instructors are to adhere to the policies, procedures, and regulations of the academic division, the school, and the Charter School System.*

## **DUTIES AND RESPONSIBILITIES**

### **FACILITATING LEARNING:**

- *Teach courses in the healthcare pathway, utilizing a variety of instructional methods, such as lectures, discussions, hands-on activities, and multimedia presentations, to cater to the diverse learning styles of learners.*
- *Develop and present relevant course content for all courses as assigned.*
- *Incorporate real-world examples, case studies, and interactive elements (for example, quizzes, games, and simulations) into the curriculum to illustrate theoretical concepts and make the learning experience more practical, engaging, and enjoyable.*
- *Encourage active participation and collaboration among learners, fostering a supportive learning environment where everyone feels comfortable expressing their ideas and asking questions.*
- *Provide timely and constructive feedback to learners to help them track their progress and address any areas needing improvement.*

### **MANAGING LEARNING:**

- *Implement the curriculum that is aligned to student learning outcomes, occupational/industry standards, and certification requirements, and prepare for advanced training or postsecondary, providing clear guidelines and expectations for the learners.*
- *Adhere to the schedule and timeline for each course class session, ensuring that all necessary topics are covered within the allotted time frame.*
- *Monitor the progress of individual learners and provide additional support or resources as needed to ensure all students stay on track, including but not limited to review sessions or study groups and supplementary learning materials.*
- *Stay organized with administrative tasks such as taking and submitting daily attendance, coordinate assessments, tracking student progress, assigning and grading in- and out-of-class*



*assignments, submitting roster changes and course grades, and maintaining records of learner achievements.*

- *Regularly meet and collaborate with the assigned Student Services team member to address students with non-academic challenges that may impact their attendance and performance.*

#### **STUDENT ENGAGEMENT:**

- *Provide office hours for student engagement and support.*
- *Create a supportive and inclusive learning environment where all learners feel valued and respected, fostering a sense of belonging and motivation to participate actively.*
- *Encourage peer-to-peer interaction and collaboration through group activities, discussions, and projects, promoting teamwork and mutual support.*
- *Regularly solicit feedback from learners to understand their needs and preferences, adjusting the teaching approach accordingly to enhance their overall experience.*

#### **ORGANIZATIONAL ENGAGEMENT:**

- *Collaborate with other instructors, the Student Services team, facilitators and stakeholders within the organization to share best practices, resources, and insights to continuously improve the quality of services, support materials, instruction, and learner outcomes.*
- *Stay updated on industry trends, technological advancements, and regulatory changes related to healthcare and occupational (such as certifications), incorporating relevant updates into the curriculum.*
- *Actively participate in professional development opportunities, such as workshops, conferences, and webinars, to expand knowledge and skills in teaching methodologies and subject matter expertise, and to maintain knowledge of school operations, programs, etc.*
- *Foster a culture of continuous learning and improvement within the organization, encouraging both facilitators and learners to strive for excellence in their respective roles.*

### **QUALIFICATIONS**

#### **MINIMUM QUALIFICATIONS:**

- *Bachelor's degree preferred, but significant professional experience and/or advanced credentials (licensing, certification, etc.) considered in lieu of degree*
- *For core pathway courses leading to certification, such as Emergency Medical Technician, must have current qualifications for the profession with demonstrated ability to teach the entire suite of offerings. OR must be eligible and willing to earn professional licensure within the first 90 days of employment (if hired uncertified).*
- *For preparatory courses, may have a degree in a healthcare field or sciences, and/or advanced credentials in/related to a course content area, i.e., anatomy and physiology, medical terminology, and medical law and ethics.*
- *Prior experience teaching within the content area applied for in a professional development, non-traditional, or adult learner an alternative setting*



- *Must be able to build and maintain collaborative working relationships with a diverse population of students and staff*
- *Must be able to respectfully ask tough questions, as well as give and receive critical feedback to grow as a staff member and serve as a model for students*
- *Must be a lifelong learner with a growth mindset, grit, flexibility, a sense of humor, and an unwavering commitment to student success*
- *Ideal 3-5 years of work experience in a healthcare professional or related field*

#### **ABILITIES**

- *Adapting learning plans based on students' evolving mastery of the course material.*
- *Collaborating with colleagues across departments to provide wrap around and holistic support for students.*

#### **WORKING CONDITIONS**

*This position is based in Washington, D.C. and requires frequent travel within the DC Metro area and the surrounding counties, attending networking and community events, and teaching day and evening hours. Weekend hours (as needed).*

#### **PHYSICAL REQUIREMENTS**

- *Able to stand for extended periods of time.*
- *Able to lift heavy objects on a regular basis (approximately 25 lbs.).*
- *Able to perform repetitive tasks with few breaks.*

#### **DIRECT REPORTS**

*None*

***\*\*Equal Opportunity Employer\*\****