



Date: March 23, 2023

Competition: #23-27

**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION
April 3, 2023, to April 10, 2024**

Position: Lead Instructor, Emergency Medical Responder (Position 1000061)

Division: Health Sciences Division

Location: Vancouver Island Campus, Victoria, BC

Reporting To: Program Manager, Emergency Medical Responder Program

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

As the Lead Instructor, Emergency Medical Responder, you will be primarily responsible for delivery of Emergency Medical Responder (EMR) Program online and classroom instruction. You will also support the coordination of EMR program curriculum and learning resource revisions. This position works collaboratively with Program and Division staff to ensure consistent delivery of program objectives and a proactive approach to instructional issues.

Primary Responsibilities:

Program Delivery/Instruction:

- Using a variety of proven instruction methods (including face to face and online) based on an applied experiential learning model, deliver all portions of the EMR, EMR Accelerated and First Responder courses within the pre-determined curriculum at the Vancouver Island campus;
- At a minimum, instruct 1 EMR course per month and EMR Accelerated and First Responder when scheduled;
- Provide facilitation of on-line EMR course components and/or liaises with on-line facilitators;
- Each month administer 1 or more EMR remedial exams;

- Examine/evaluate on EMR courses offered each month;
- Teach or examine at other JIBC campuses when needed and if available. Be available to travel, if requested;
- Backfill any vacant teaching days not filled by other lead or sessional Instructors;
- Work collaboratively with the Program Manager to ensure consistency of delivery in the classroom and proactively address related instructional issues.

Faculty Support/Development:

- Lead and work collaboratively with other sessional faculty to deliver all portions of the EMR and FR Program instruction within the pre-determined curriculum;
- Orient and mentor new instructor and prepare them to teach EMR or other courses independently of the lead instructor;
- Document, clarify and communicate student content issues with other support staff and faculty;
- Demonstrate a commitment to maintaining currency within the paramedic field, and personal and professional growth in education, technology and leadership;
- Assist with hiring of new EMR instructors or other HSD instructors, when needed.

Student Support/Evaluation:

- Provide written and verbal feedback to the students;
- Meet with students to review strengths and weaknesses;
- Conduct student evaluations;
- Recommend and facilitate tutorials and retests for students when required;
- Document student progress for student records;
- Provide support resources to students during the training program;
- Identify students that require additional support and direct them to the appropriate student support service;
- Serve as a primary link between students and the Program Manager;
- Participate in curriculum development and program review and accreditation cycles;
- Create and edit curriculum within JIBC Learning Management System (Blackboard) as a Subject Matter Expert;
- Perform related duties, as assigned.

Other Responsibilities:

- Responsible for the advance planning of the instructor teaching schedule by ensuring it is prepared a term or two in advance;
- Scheduling sessional instructors or other EMR lead instructors, if available, to teach additional courses offered on campus and to cover any absences;
- Support or teach in other program areas, such as PCP, or international programs, if needed or directed by Program Manager;
- Participate in Lead Instructor meetings;
- Collaborate with other EMR Regional Lead Instructors and Program Managers to work toward best practices in the classroom and in applying relevant program and institutional policies, procedures and guidelines;
- Collaborate with EMR, PCP and ACP Lead Instructors for integrated learning opportunities and finding efficiencies among program areas with space and equipment use;
- Ensure the proper management and care of program equipment, ambulance and instructor supplies;
- Maintain adequate inventory of soft supplies, equipment and teaching materials for each course offered. And maintain orderly stock room and assist paramedic stores clerk, if needed;
- Other duties as assigned.

Qualifications & Requirements:

Education and Training

- Minimum: Primary Care Paramedic or equivalent certification/diploma;
- Canadian Red Cross (CRC) Professional Instructor Certification or CRC Basic Life Support Instructor certification preferred;
- A Provincial Instructor Diploma (or equivalent) and/or a related post-secondary diploma or degree would be considered assets;

Knowledge, Skills and Experience

- Minimum of 1 year teaching experience at the EMR level (and/or in a related field), supplemented by at least 2 years related experience at the PCP level (or higher) Paramedic;
- Minimum 3 years' experience in similar administrative capacity, preferably within an education setting;
- Experience as an instructor, evaluator or similar role, delivering PCP, EMR, FR and/or FA courses;
- Effective communication skills (written and oral). Ability to effectively instruct online and in a class room setting;
- Excellent organizational and problem-solving skills with a proven ability to work under pressure while satisfying students' requests and applying relevant program and institutional policies, procedures and guidelines;
- Ability to maintain effective working relationships with the students, Regional Training Coordinators, Program Managers, Full-time and Sessional Instructors, Program Medical Director and others;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications, including Microsoft Teams, Student Learning Management Systems (Blackboard), Collaborate, web browser applications, the use of mobile devices, computers, and other relevant technologies;
- Demonstrated ability to manage competing priorities;
- Excellent analytical and problem solving skills;
- Excellent attention to detail and proven ability to meet deadlines;
- Strong collaborative leadership and conflict resolution skills;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Ability to travel within assigned training region as well as other regions of the province, when required;
- Ability to have a flexible schedule in order to work weekends or evenings, if necessary.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated for time worked during year), as well as generous other leave entitlements.

Salary Range: \$78,195.26 - \$86,883.50 per annum (Fair Comparison Faculty Equivalent Job Level P3)

Posting Date: March 23, 2023

Closing Date: Open until Filled (Applications will be reviewed upon receipt)

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-27 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact:
Emmett Wallace at ewallace@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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