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# Example of Program Instructor Job Description

Our company is growing rapidly and is looking for a program instructor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program instructor

* Co-teaching Teen Curators from 3pm to 6pm on Tuesdays and Thursdays
* Co-facilitating group field-trips to local NYC destinations on some Saturdays (as scheduled)
* Assisting Teen Curators with individual research projects at the Library
* Leading Teen Curators through the creation, production, and presentation of a group exhibition
* Completing weekly reports and timesheets
* Attending weekly staff meetings (duration 1 hour, to be scheduled)
* Completing any other administrative tasks assigned by the Director of Education and Exhibitions
* Curriculum development and instruction in Paramedic program courses
* Maintenance of program documentation for accreditation
* Utilizing high fidelity simulators

## Qualifications for program instructor

* Master’ Degree in an appropriate field awarded by an institution that is accredited by a USDE-recognized regional or national accrediting body
* Expected to maintain a contemporary skill set in support of active learning and authentic assessment evaluation methodology
* Bachelor’s Degree and three years of work experience in the field OR
* Associates degree and five years of work experience in the field OR
* Advising and recruitment of potential paramedic program students
* Interaction with community partners at local EMS departments