

Medical Transport Leadership Institute

FACULTY, STAFF & COUNCIL OF REGENTS

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Job Descriptions

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INSTRUCTOR

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General Summary: Being an instructor for MTLI is a volunteer position responsible for development, coordination and teaching of elements of MTLI through formal didactic and participatory sessions designed to instill creative thinking and decision-making. Much of the workload will be accomplished during times outside of the week set aside for the actual institute. As such, instructors need to commit to be able to accomplish these tasks. Given that the course focus is on general leadership, instructors need to be knowledgeable in multiple areas of management and leadership and have skill sets that expand across those areas.

Minimal Knowledge, Skills and Abilities Required:

- Certified as a Medical Transport Executive and recognized content area expert
- Three years medical transport management experience and recognized content area expert
- Teaching/Instructional experience
- Positive interpersonal communication and organization skills
- Letter of endorsement from another AAMS member program
- Letter from current employer approving the potential Instructor's participation in the Institute
- Receive approval by two thirds of the current Council of Regents

Essential Functions:

- Coordination, preparation, and delivery of Medical Transport Leadership education program. This includes monograph development, teaching, mentoring, and counseling students, media development, program/course evaluation with review of course material and curriculum and evaluation of student academic progress.
- Promote networking of students.
- Promotes individual student guidance and mentoring as needed.
- Assist in the development of a case study or a group project including resource materials and evaluation criteria. Assists students with the group process, data gathering and information management, application of MTLI course material, problem solving and solution identification.
- Participates as a room host during the course session in order to serve as a resource person and a liaison between the students and the instructors.