



Position Description

Position Title: Instructor/Faculty

Division: Health and Human Services

Classification: Instructor

Supervisor's Title: Chair, Allied Health

POSITION SUMMARY

Reporting to the Chair of Allied Health, the instructor for Primary Care Paramedicine is responsible for the design, development and validation of program and course materials for paramedicine education at Assiniboine College. This role is dedicated exclusively to curricular and programmatic development work based on the national competency profile and does not include direct student instruction or facilitation.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Conduct environmental scans, occupational analyses, and partner consultations to inform program and course design
- Support the development of budgets, timetables, operational plans and program launch readiness
- Lead the design and development of curricular assets (course learning outcomes, assessments, learning activities, instructional materials, etc.) that align with the national competency profile, College of Paramedics of Manitoba requirements, and provincial standards
- Identify, prepare and organize course materials and learning resources for course delivery
- Ensure curriculum reflects Assiniboine's philosophy of "learn by doing", as well as values in accessibility, universal design for learning, Indigenization, trauma-informed practices and justice, equity, diversity, and inclusion
- Establish quality assurance processes that meet accreditation and regulatory requirements
- Create an equipment and resource list that supports an authentic and equitable learning experience across rural rotating sites
- Develop clinical and practicum placement frameworks that align with real-world paramedicine practice.
- Provide preceptorship training to clinical and practicum partners
- Maintain a liaison with the community, related industry/agencies and other professionals in the field in order to keep informed of current developments, trends and practices including program/college promotion, student recruitment, advisory committees, and related matters.

Secondary:

- Contribute to department and college planning, policy development, and academic quality initiatives.
- Participate in projects that support college activities and environment.
- Assist with the identification, design, implementation and evaluation of new initiatives.
- Attend professional development activities as determined by the divisional human resource plan.
- When required, assist with selecting candidates for vacant positions in the division.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised _____

Staff Positions Indirectly Supervised _____

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Knowledge:

- Canadian Paramedic Competency Framework from the Canadian Organization of Paramedic Regulators
- College of Paramedics of Manitoba standards, regulations, and scope of practice
- Equal Accreditation requirements
- Curriculum design principles and best practices (backwards design, competency-based education, adult learning theory, assessment and evaluation, and applied learning principles)

Skills:

- Developing curricular assets
- Program mapping and sequencing
- Partner engagement (internal and external)
- Effective written and verbal communication
- Digital literacy

Attitudes:

- Commitment to student-centred, inclusive and equitable education
- Dedication to continuous improvement based in evidence-informed practices
- Strong professional integrity and ethical practice
- Collaborative and collegial approach aligned with instructor professionalism expectations
- Adaptable in a dynamic academic environment

Other:

- As per the College of Paramedics of Manitoba, the instructor must have a minimum of Primary Care Paramedic (PCP) certification and a minimum of 5 years of clinical paramedicine experience
- Current registration with the College of Paramedics of Manitoba in good standing and hold a valid Certificate of Practice
- Completion, or current enrolment in, formal training in Adult Education

OTHER COMMENTS

This role does not include direct teaching or student evaluation responsibilities. All curricular assets designed and developed must align with Assiniboine College's Academic and Instructional Charters. Curriculum developed must be shareable, sustainable, and adaptable to support program growth and future delivery. This position plays a critical role in new program creation, ensuring alignment between regulatory standards, industry expectations, and wise practices in post-secondary education.

Employee's Signature

Date

Supervisor's Signature

Date