



Lorenzo Gigliotti
Executive Director

California Fire & Rescue Training Authority, Sacramento

9320 Tech Center Drive, Sacramento, CA 95826 • Phone (916) 475-1660 • Fax (916) 475-1662

www.fireandrescuetraining.ca.gov

Governing Council

Fire Chief Kim Zagaris, Chairperson
Deputy Chief Lloyd Ogan
Director Matt Kelly

California Governor's Office of Emergency Services
Sacramento Fire Department
Sacramento Metropolitan Fire District

Position Announcement

NREMT Proctor-CRFA Pre-hospital Care Education Program (Multiple Positions Available)

APPLICATION DEADLINE

Ongoing

POSITION START DATE

Continuous

NREMT PROCTOR POSITION

Under the direction of the NREMT Coordinator, the NREMT Proctor acts as the proctor/evaluator of the National Registry of EMT's (NREMT) Paramedic Skills Prep Course and Psychomotor Exam programs delivered by the Authority.

ESSENTIAL JOB FUNCTIONS

Conducting examination-related activities on an equal basis for all candidates, paying particular attention to eliminating actual or perceived discrimination based upon race, color, national origin, religion, gender, age, disability, position within the local EMS system, or any other potentially discriminatory factor. The skill examiner must help ensure that EMT assistants and/or simulated patients conduct themselves in a similar manner throughout the examination. Objectively observe and record each candidate's performance. Act in a professional, unbiased, non-discriminating manner, being cautious to avoid any perceived harassment of any candidate. Provide consistent and specific instructions to each candidate by reading the Instructions to the Practical Skills Candidate exactly as printed in the material provided by the National Registry. Skill examiners must limit conversation with candidates to communication of instructions and answering of questions. All skill examiners must avoid social conversation with candidates and making comments on a candidate's performance. Record, total, and document all performances as required on all skill evaluation forms. Thoroughly read the specific essay for the assigned skill before actual evaluation begins. Check all equipment, props, and moulage prior to and during the examination. Brief any simulated patient and EMT assistant for the assigned skills. Assure professional conduct of all personnel involved with the particular skill throughout the examination. Maintain the security of all issued examination material during the examination and ensure the return of all material to the National Registry Representative.

MINIMUM QUALIFICATIONS

EDUCATION

Possess a high school diploma or equivalent GED certificate. Possess a current Paramedic License or a current Board of Registered Nursing License or be a current medical physician.

ABILITY TO

Explain the subject matter in clear, logical and concise fashion. Interact effectively with students, peers and Authority administration and staff. Work independently to solve problems. Maintain integrity, honesty, reliability and cooperation. Adhere to all policies of the Authority.

AGE

Must be at least 18 years of age.

KNOWLEDGE OF

Fire/Rescue/EMS Technology practices and processes; Teaching practices, methods and techniques; Current trends in the subject matter including theory and research.

PHYSICAL REQUIREMENTS

Maintain physical ability and stamina to meet the essential job functions and perform the following, with or without reasonable accommodation: Stand, sit, walk and turn to deliver lectures. Work in the confines of a classroom and or laboratory environment. Reach overhead to operate equipment, lift, push, pull, stoop, squat, bend and carry (up to a maximum of 50 lbs.). Move and operate equipment and prepare laboratory materials. Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials. Utilize hearing to respond to student questions, normal conversation, telephone calls. Utilize vision, near and far, to read written materials, computer screen and to operate equipment. Shall not pose a direct threat to self, other individuals in the workplace, or the public.

CONDITIONS OF EMPLOYMENT

1-24 days per calendar year.

SALARY AND BENEFITS

\$30 per hour; No benefits

SEND ALL APPLICATION MATERIALS TO THE FOLLOWING ADDRESS:

California Regional Fire Academy
NREMT Coordinator
9320 Tech Center Drive
Sacramento, CA 95826

Business Hours: Monday – Friday, 8 a.m.-5:00 p.m. Closed weekends and holidays.

Please reference NREMT Coordinator in all communications regarding this position.

For more information about this position, contact:

Jared Gunter, NREMT Coordinator

Email: jgunter@regionalfireacademy.org

Phone: (916) 475-1660

This position was posted 1/27/2014

THE FOLLOWING MATERIALS MUST BE RECEIVED BY THE FILING DEADLINE INDICATED ON THE POSITION ANNOUNCEMENT:

- A complete Employment Application must be submitted for each position for which you are applying
- A letter of Application explaining your experience as it relates to each item listed under the desirable qualifications section on this job announcement
- A Resume
- Copies of all certificates, graduate and undergraduate transcripts

IMPORTANT NOTICE TO ALL CANDIDATES FOR EMPLOYMENT

The Immigration Reform and Control Act of 1987, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.