

Texas Public Service Training Academy

Instructor Position Job Description

Primary Function:

The PSTATX Instructor is responsible for providing training and education in one or more of the following:

- National Registry of Emergency Medical Technician & Texas Department of State Health Services Programs (ECA/EMR & EMT)
- Texas Commission on Law Enforcement (Various Courses Eligible)
- State Firefighters' and Fire Marshalls' Association and/or Texas Commission on Fire Protection (Various Courses Eligible)
- American Heart Association (Various Courses Eligible)
- National Association Emergency Medical Technician Programs (Various Courses Eligible)

The Instructor is not permanently assigned to a class or group of students, but rather occasionally lectures and presents materials on a particular topic or subject matter that they are certified or experienced in teaching. The Instructor may be asked to take part in special projects or create a power point presentation on a specific topic that is assigned. The Instructor will occasionally perform other duties and responsibilities as assigned.

Requirements:

- The candidate must have a High School Diploma or GED.
- Be able to have a flexible schedule including evenings or weekend availability.
- Have some knowledge or use of Microsoft Word, Excel, and Power Point.
- The candidate must have an active license and in good standing with the appropriate regulatory body in one or more of the following:
 - o EMT, AEMT, Paramedic, Nurse or Physician & EMS Instructor (TX DSHS).
 - o Firefighter & Fire Instructor (SFFMA and/or TCFP)
 - o Law Enforcement Instructor (TCOLE)
 - o The candidate must have the instructor certification to teach the class that is being presented. (i.e. AHA CPR Instructor, NAEMT PHTLS Instructor, etc)
- Must pass a criminal history check

All contracted employees must sign and agree to abide by and are subject to the Texas Public Service Training Academy policies, procedures, SOP/SOG's and other established guidelines not mentioned here within.

Experience:

The candidate shall have prior teaching experience in the discipline in which the Instructor is teaching or demonstrate competency and proficiency to teach as determined by the Director & Chief.

Salary/Compensation:

Salary/Compensation and assigned rank will be determined by and is at the sole discretion of the Director & Chief. Any wages are subject to courses meeting minimum standards in size for profitability. Any agreed upon terms of payments are not legal nor binding unless in writing and signed by the Director & Chief.

How to apply:

Please send your completed application and verification of qualifications and/or certification documents to Nicholas Teague, Director & Chief of Texas Public Service Training Academy at pstatx@gmail.com or by mail at the address listed below.

Application for Part-Time, 1099 Contractor Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legal protected status.

Please carefully complete each area of the application. If a particular section does not apply to you, enter "N/A" into the blank. Do not leave questions blank. When you have completed this application, including signing it and associated Authority for Release of Information and Waiver, return it along with any supporting documentation to:

Nicholas Teague
Director & Chief
Texas Public Service Training Academy

435A Porter Rd
Bastrop, TX
78602

Applications will be accepted by mail,

General Information:

Position for which you are applying

Date of Application

Full Name

Address

Social Security Number

City, State, Zip Code

Primary Phone Number

E-Mail Address

Driver's License Number

Secondary Phone Number

Have you ever been convicted of a felony?

Yes

No

If your answer is “Yes”, explain in concise detail on a separate sheet of paper, giving dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not necessarily disqualify you, but a false statement will. Note: The Texas Public Service Training Academy reserves the right to conduct a personal history background investigation on each applicant for employment. Please see the Authority for Release of Information and Waiver which is included as part of this Application for Employment.

Education Information

School	Name and City of School	Course of Study	Number of Years Completed	Diploma/Degree Achieved
High School				
College (Undergraduate)				
Post Graduate				
Other (Specify)				

Work Experience Information

Start with your present or last job. List your last three (3) employers or employment for the last five (5) years.

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
	May we contact this employer Yes No
Summary of Work Performed	

Work Experience Information Continued:

Start with your present or last job. List your last three (3) employers or employment for the last five (5) years.

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
Reason for leaving	May we contact this employer __ Yes __ No
Summary of Work Performed	

Additional Relevant Qualifications or Information:

Summarize special relevant job-related skills and qualifications you have which are not previously mentioned in this application.

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Personal/Professional References:

Provide complete and accurate information for at least three (3) people, not including family members.

Name	Occupation	Relationship to You	Phone Number

Applicant's Statement

Carefully read the following three (3) statements. Indicate your understanding and acceptance of these statements by signing in the space provided. Failure to sign this application will cause the applicant to be eliminated from consideration for employment.

1. I certify that all the information provided by me in connection with my application, whether on this document or not is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
3. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from liability from any damages which may result from furnishing such information to you.

Signature of Applicant

Date

Instructor Information and Agreement

Name:

Address:

City, St, Zip:

Phone #: _____ Email: _____

TX DSHS EMS Certification #: _____

TX DSHS EMS Instructor Certification #: _____

Check all that apply:

BLS CPR Inst, TCOLE Inst, SFFMA/TCFP Inst, NAEMT Inst

Other: _____

By signing below, you agree that all of the above information is accurate to your best knowledge; you also agree to teach all courses in strict accordance with all requirements of regulating agency and Texas Public Service Training Academy Guidelines.

Signature

Printed Name

Date: _____

Texas Public Service Training Academy

Code of Ethics for Instructors

Purpose:

The Educator shall comply with standard practices and ethical conduct towards students and professional colleagues. This outlines the ethical and moral codes for Instructors serving under contracted employment with the Texas Public Service Training Academy.

Enforceable Standards:

1. The educator shall not knowingly engage in deceptive practices regarding official policies of the Texas Department of State Health Services, Texas Commission on Law Enforcement, Texas Commission on Fire Protection, State Firefighters' and Fire Marshalls' Association, National Registry of Emergency Medical Technicians, and the Texas Public Service Training Academy.
2. The educator shall not falsify records, or direct or coerce others to do so.
3. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantages.
4. The educator shall comply with regulations as adopted the Texas Department of State Health Services, Texas Commission on Law Enforcement, Texas Commission on Fire Protection, State Firefighters' and Fire Marshalls' Association, National Registry of Emergency Medical Technicians, and the Texas Public Service Training Academy.
5. The educator shall not reveal student information, which is considered confidential.
6. The educator shall not reveal confidential health or personnel information concerning colleagues.

7. The educator shall not discriminate against students based on the basis of race, color, religion, national origin, age, sex, disability, or family status.
8. The educator shall not retaliate against any individual who files a complaint against the educator.
9. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
10. The educator shall not knowingly or deliberately misrepresent facts regarding a student or colleague.
11. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
12. The educator shall not engage in any type of interpersonal relationship, which would give the perception that a student has an unfair advantage at any time.
13. The educator shall not knowingly or deliberately violate any city, state, or federal laws while instructor in a course.
14. The educator shall always present material in a positive and conducive to learning manner.

If any standard is breached, it should be presented in writing to the Director & Chief immediately. The Director & Chief along with others he deems appropriate such as, but not limited to the Medical Director, Course Coordinator, and Training Officer will investigate the allegations and decide which form of action to take.

I, _____, have read, understood and agree with the enforceable standards and ethics for educators. As an educator, I agree to abide and enforce all enforceable standards as stated. I also understand that if I should violate any of these standards that my educator status could be probated or revoked.

Instructor's Signature

Date: _____

Director & Chief's Signature

Date: _____

Texas Public Service Training Academy
Instructor Course/Teaching Schedules

All PSTATX Instructors will coordinate with and receive assignments from the Director & Chief via email to be assigned classes they wish to teach. The Director & Chief will email or post the calendar of available classes on the company website or will contact the desired Instructor Directly. The Director & Chief will then assign an Instructor to classes and notify the Instructors by email of the classes they are assigned to teach. If an instructor is unable to teach a class assigned they must notify the Director & Chief by phone immediately and at least 24 hours in advance, with exceptions to medical emergencies of themselves or immediate family, giving enough time to find a replacement.

By signing below, I understand and agree with these terms:

Signature: _____

Name: _____

Date: _____