

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Part-Time Instructor Positions For First Aid/CPR

POSITION OVERVIEW

This document describes duties that the Academy expects of part-time instructors. These positions are for non-permanent, temporary instructors who are hired on a semester by semester basis.

The successful candidates for this instructor position will be expected to teach for a period of 3-weeks, up to 26 hours per week, during the 2017 fall semester. Instruction starts on October 16, 2017. There are a total of 13 previously scheduled two-hour lab periods spread throughout the 8:00 A.M. - 4:00 P.M., Monday-Friday class week. Final lab assignment times and numbers of labs will be determined by mutual agreement once successful candidates have been chosen.

COURSE DESCRIPTION

Following ASHI-approved instruction guidelines, students will be taught through lecture and demonstration Basic First Aid, Cardio Pulmonary Resuscitation, and AED methods of lifesaving. Successful completion requires 100% attendance, and passing both written and practical demonstrations of skills. This instruction will take place as a part of the lab periods associated with the course listed below.

NS101 : Introduction to Nautical Science — An introduction to nautical science which covers basic skills that would put the student at the able bodied seaman level of knowledge and prepare the student for the U.S. Coast Guard lifeboat examination. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 2, Lab. 2, Cr. 2.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practical demonstrations; reviewing written examinations and assigning grades according to existing Academy policy.

OTHER ASPECTS OF INSTRUCTOR PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected

to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

DUTIES

- Teach at an undergraduate level.
- Contribute to the development, planning and implementation of a high quality curriculum following the ASHI guidelines.
- Assist in the development of learning materials, by preparing syllabus and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in administration and marking of exams and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning exams.
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.
- Excellent interpersonal, organizational and communication skills are essential.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated integrity and ability to maintain confidentiality.

MINIMUM QUALIFICATIONS

- Current ASHI First Aid/CPR Instructor certification.
- Prior college level teaching proficiency is highly desirable.

SPECIAL CONDITIONS

- Background check is required.
- Smoke- and Tobacco-free campus