

Job Description

Classroom Commander

PURPOSE

In an effort to foster responsibility and accountability, each EMS class will appoint a Classroom Commander. The Classroom Commander will work directly with the program staff and instructors to ensure efficient day to day operations within the classroom environment. The Classroom Commander will serve as the direct contact between squad leaders and the EMS program instructional staff. The Classroom Commander will be selected by the class student body through a democratic nomination and voting process. A new Classroom Commander will be elected every four weeks and past Classroom Commanders will work together to ensure that the command system remain intact during the transitional phase. The Classroom Commander will also be responsible for the duties set forth below.

DUTIES AND RESPONSIBILITIES

The Classroom Commander will serve as the direct liaison between the program staff and the squad leaders. Other duties include but are not limited to:

- Serve as role model for the Squad Leaders and members in both manner and dress.
- Ensure that all Squad Leaders are aware and informed of their duties and assist/mentor them in fulfilling those duties as necessary.
- Ensure that the class sign in sheet is distributed during each class, completed in full and turned in to the instructor before the end of each class.
- Assist the program staff in enforcing all rules and regulations including, but not limited to dress code, grooming code and code of conduct.
- Attend regularly scheduled Commander Meetings with the class instructional staff.
- Assemble and review After Action Report (AAR) documents each week and compile data to present during scheduled Commander Meetings with the class instructional staff.
- Conduct regularly scheduled Squad Leader meetings to inform and address issues as appropriate.
- Assemble a Squad rotational schedule for each day of class comprised of a First Responder and Ambulance Crew.
- Ensure that all squad related duties are assigned and completed as required.
- Notify instructional staff immediately when a squad member is absent and assists squad leader with replacement squad member.
- Conduct weekly random audits of Ambulance equipment and Ambulance Check-Off Sheets to ensure proper compliance.
- Notify class when breaks are over and ensure an orderly return to the classroom.
- Ensure that both lab and classroom environment are always left in a neat and orderly fashion.
- Perform all other duties as assigned by the program staff.