



Adair County Ambulance District  
Kirksville, MO 63501  
660-665-0000  
www.academs.us

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director EMS Education	<b>EMPLOYMENT STATUS:</b>	Full Time
<b>DEPARTMENT:</b>	Administration	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Executive Director	<b>SHIFT/HOURS</b>	1 shift, 8 hours/day, 5 days/week
<b>PAY GRADE:</b>	Click here to enter text.	<b>EFFECTIVE DATE</b>	Click here to enter text.
<b>REVISION</b>	Click here to enter text.		

### POSITION DESCRIPTION

The Director of EMS Education is responsible for providing management, leadership, direction and administration of all aspects of the Internal and External training programs for the Adair County Ambulance District (ACAD). The position works in collaboration with other administrative team members. Incumbent is also subject to callback and working additional hours as required by the Adair County Ambulance District, without additional compensation.

### PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Responsible for planning, development, implementation, evaluation, and management of a comprehensive external and internal training program that addresses the specific training needs of the community and employees of ACAD.
- Coordinates and conducts various training courses in conjunction with the area technical training institute.
- Prepares the annual training budget. Is responsible for managing the training budget within established parameters.
- Counsel, coach and evaluate performance, recommending merit raises, promotions and disciplinary actions up to and including termination.
- Responsible for establishing and maintaining strong professional relationships with team members.
- Participates in the organizational strategic planning process of developing both short term and long term objectives.
- Performs other duties as directed or assigned.

**QUALIFICATIONS AND SKILLS****Formal Education**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> High School Diploma or GED     | <input checked="" type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Bachelor's Degree             |
| <input type="checkbox"/> Trade or Technical School                 | <input type="checkbox"/> Master's Degree               |

(Bachelor's degree in Business Administration, Healthcare Management, Education or related field is preferred)

**Work Experience**

A minimum of 7 years experience as a Paramedic and 3 years experience in a training development program is required.

**Certification and Licensure**

The Assistant Chief Training/Quality must be a Nationally Registered Paramedic and have the following, current designations:

- BLS provider and instructor
- ACLS provider and instructor
- PEPP provider and instructor
- ITLS provider and instructor
- Basic Life Support (EMT) Instructor Certification
- Advanced Life Support (Paramedic) Instructor Certification

**Knowledge**

- Knowledge of teaching methods.
- Operational knowledge of equipment and training aids.
- Knowledge of curriculum requirements.
- Knowledge of budget preparation and management.
- Strategic planning knowledge.
- Knowledge of SWOT procedure.
- Understands the evaluation process.
- Working knowledge of local and state government

**Critical Skills**

- Organizational skills
- Time Management skills.

- Planning skills.
- Business Planning skills.
- Data Analysis skills.
- Interpersonal skills.
- Policy and Protocol writing skills.
- Interviewing skills.
- Communication skills.
- Evaluation skills.
- Management skills.
- Leadership skills.
- Technical skills.
- Basic math skills.
- Computer skills.
- Counseling skills.
- Coaching skills.
- Ability to objectively and accurately evaluate performance.
- Customer service skills.
- Writing skills.
- Policy writing skills.
- Flexibility.
- Good attitude.

**SPECIAL REQUIREMENTS**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Critical Position         | <input type="checkbox"/> Shift Work                              |
| <input checked="" type="checkbox"/> Valid MO Driver's License | <input checked="" type="checkbox"/> Overtime                     |
| <input checked="" type="checkbox"/> Public Driving Record     | <input checked="" type="checkbox"/> On-Call                      |
| <input type="checkbox"/> Drug and Alcohol Test                | <input checked="" type="checkbox"/> Travel                       |
| <input type="checkbox"/> Other (Describe)                     | <input type="checkbox"/> Travel Outside of Normal Business Hours |

**EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED**

- |  |  |
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**PHYSICAL REQUIREMENTS**

Work requires some physical effort. Lifting or performing work requiring physical exertion (up to 175 pounds) is intermittent (not a routine part of the job) and secondary to the job. The job requires sitting for long periods of time, with an occasional need to stoop, kneel or crouch; occasional need to work in confine spaces and unusual positions to perform the task of emergency care and rescue.

**WORK ENVIRONMENT**

Work is performed under basically normal working conditions as in a standard office environment. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements. An Occasional potential for cuts, bruises, muscle strains and exposure to blood borne pathogens, and contagious diseases; may be exposed to hazardous materials.

**DISCLAIMER AND ACKNOWLEDGEMENT**

**This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.**

**Signatures of Approval:**

Executive Director: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Director Human Resources: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_