



EBCAD Education Director

Appointment:

1. This position shall be recommended by the EBCAD Director of Operations (DO) with final approval by the EBCAD Governing Board.
2. In the event the Education Director position is vacant, an interim appointment may be made by the EBCAD Director of Operations and shall serve a term up to 3 months or until the position is filled.

Primary Function:

1. The principal function of the Education Director is to maintain member readiness with program planning, implementation and evaluation of continuing education along with all state and local protocols, prepare and deliver instruction per the needs of EBCAD, assist the EBCAD Director of Operations (DOO) and Assistant Director (ADO) with day-to-day Operations, to fill in for the DOO and /or ADO when needed. Duties include training maintenance of EBCAD staff, instruct and/or coordinate instruction for EMS/EMT continuing education and record management for continuing education and trainings. Other duties may include inventory control, vehicle/facility maintenance/repairs and statistical report management. The job requires knowledge of training standards and requirements, EMS supplies and facility and vehicle maintenance. The EBCAD Education Director works under the direct supervision of the EBCAD Director of Operations. The principal duties are performed in a general office environment, with occasional field inspections and offsite trainings required.

Essential Duties and Responsibilities:

1. Perform a variety of administrative duties in support of the EMS education program ;
2. Maintain a variety of general and confidential documents to include: correspondences, reports, forms, contracts;
3. Monitors training of EBCAD staff and recommends monthly, quarterly and or annual training. Also all required training deemed necessary per State and or Federal requirements and those requested by the medical director;
4. Lead, guide and train all staff and volunteers;
5. Instruct and/or coordinate instruction for EMS/EMT continuing education;
6. Evaluate learner performance, provide feedback, and develop learner remediation plans;
7. Provide accessibility to students and colleagues as expected in a learning based environment;
8. Participate in student recruitment, retention, and guidance;
9. Assists the ADO in monitoring and maintaining records of EBCAD's stocked inventory for appropriate stocking levels and expiration dates, and reporting discrepancies and/or needs to the EBCAD DOO;
10. Recommends acquisition, storage levels and distribution of supplies;
11. Recommends inventory/asset management programs to simplify inventory control;
12. Recommends major repairs or improvements to the EBCAD Director of Operations;
13. Conducts training needs analysis and implement strategies which promote the continuous professional development of staff;
14. Promotes the continuous professional development of staff and volunteers;



Supervision:

1. The Education Director works under the direct supervision of the Director of Operations.
2. The EBCAD DO will review performance of this position at minimum intervals not to exceed 12 months.

Other Duties & Responsibilities:

1. Carries out duties in conformance with EBCAD established policies and procedures;
2. Determine work priorities, plan and organize work independently;
3. Operate all EBCAD vehicles and equipment;
4. Responds to emergency calls, provides care, and transportation of sick/injured;
5. Reacts quickly and calmly in emergency situations;

Position Requirements:

Knowledge of:

1. Basic vehicle/facility maintenance activities;
2. Basic inventory, math and computer skills;
3. Knowledge of current EMS theory, practice and trends;
4. Idaho and NREMT NCCP CME standards;
5. National EMS Education Standards-EMR/EMT;
6. Strong interpersonal skills, flexibility and customer service oriented;

Ability to:

1. Assess student performance and progress and to provide appropriate feedback;
2. Communicate effectively both orally and in writing;
3. Develop and maintain working relationships with EBCAD members;
4. Exhibit courtesy, tact and diplomacy with co-workers, elected and appointed officials and the general public;
5. Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
6. Perform all work duties and activities in accordance with EBCAD and County policies, procedures and safety practices;

Minimum Acceptable Experience and Training:

1. High School diploma or GED equivalent is required;
2. Possession of a valid Idaho Driver's License at time of employment;
3. Current State EMT License and/or NREMT certification;
4. A minimum of two years' experience as a lead EMT on a 911 licensed ambulance;
5. Any equivalent combination of experience and training which provides knowledge and abilities to perform the duties and responsibilities of the position;
6. Working knowledge of EMS equipment;



Special Requirements:

1. Able to pass background check with no felony convictions or disqualifying criminal history;
2. U.S. citizen or legally allowed to work in the U.S.;
3. Ability to read, write and comprehend the English language;
4. Must be of good moral character and temperament and possess industrious habits;
5. Ability to pass random and/or for cause drug testing;

Essential Physical Abilities:

An employee in this position should have sufficient physical and mental capability, with reasonable accommodation to:

1. Observe and react to emergency situations; perform field inspection duties with EBCAD staff;
2. Perform essential job functions that may require bending, stooping, kneeling, stretching and other physical exertions including lifting/moving patients in emergency situations and performing tasks involving hand/wrist/arm movements;

Annual Review:

An annual employment evaluation will be conducted at 1 year and annually post-employment.

Items to review any progress required include:

1. Performance of duties regarding training records monitoring/maintenance, training courses offered and CME/Skills record maintenance;
2. Performance of duties regarding inventory control/maintenance, inventory budget/purchasing, records/reporting and equipment/vehicles/facilities maintenance;

Recommendations for improvement will be given to the Education Director by the DOO, with specified areas needing improvement and dates of review.
