

<b>South Howell County Ambulance District Job Description</b>	
<b>Operational Area:</b> Administration/Education	<b>Job Title:</b> Chief Education Officer/Paramedic Program Director
<b>Reports to:</b> CEO	<b>Reports From:</b> Education Coordinator
<b>FLSA Status:</b> Exempt	
<b>Revision Prepared By:</b> Charles Rader-COO	<b>Reviewed By:</b> Administration Approved by BOD: 03/21/2023
<b>Original Date:</b> February 2019	<b>Revised Date:</b> 03/2023

**ADMINISTRATIVE/BUSINESS OPERATIONS SUPPORTIVE MISSION:**

- Administrative/Education operations purpose is to ensure that the Federal, State, local regulations/laws are in compliance; that policy & procedure writing and compliance of such (in accordance with the will/direction of the Board of Directors) are followed. It also provides the top-level operational command structure for all District staff and department heads. When functioning at a high moral and efficient level this department provides the needed financial, logistic, administrative support and talent management skills required to support all departments and the Districts primary mission of providing emergency services to the public.

**SUMMARY OF THE FUNCTION AND PURPOSE OF THIS POSITION:**

- The CEDO is responsible for providing management, leadership, direction, and administration of all aspects of the Internal and External training programs for the district. This position works in collaboration with other administrative team members. This position serves as the Paramedic Program Director (required by regulatory agencies) for the district’s Paramedic Programs.

**QUALIFICATIONS:**

- Education and Experience:
  - Current state paramedic license.
  - Required BS/BA degree in Business, Education or Paramedicine.
  - Five (5) years' previous experience as a Paramedic and a minimum of three (3) years of EMS education preferred.
- Job Knowledge:
  - Comprehensive understanding of all components of an EMS system, as well as laws, regulations, and requirements related to EMS and EMS training.
  - Operational knowledge of equipment and training aids.
  - Knowledge of curriculum requirements
  - Organizational techniques.
  - Budgeting, purchasing and bid procurement.
  - Computer operations, data analysis and training services.
- Skills:
  - Effective communications with a diverse range of audiences and settings.
  - Maintain order in an environment of changing policies.
  - Assess operational, personnel and administrative needs.
  - Efficiently manage time to achieve desired results and minimize stress.
  - Achieve results through delegation.
  - Identify and resolve problems.

- Establish and maintain working relationships with representatives from outside agencies, fellow employees, subordinate personnel, and the general public.
- Independently plan, organize, schedule, coordinate and make decisions and judgments relating to assigned projects and other responsibilities.
- Licenses/Certifications:
  - BS/BA degree
  - Valid driver's license
  - BLS Provider Instructor
  - ACLS Provider Instructor
  - EMS Instructor state certification

**PRIMARY JOB RESPONSIBILITIES/COMPETENCIES:**

- 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 the district as well as state and national credentialing agencies.
- Prepares the annual training budget. Is responsible for managing the training budget within established parameters.
- Prepares and delivers classroom instructions that comply with state and national accreditation.
- Fulfills EMS educational program administrative requirements, to include calculation and submission of grades, maintenance of program, course, and student/participant records, and preparation and submission of data and reports for district, state, and national credentialing agencies.
- Participates in continuing professional development programs as appropriate
- Works closely with Clinical Operations and Medical Director to provide up to date protocols and procedures with appropriate training of Clinical Staff.
- Works closely with state and national credentialing agencies to make sure the District's Educational programs meets and/or exceeds the requirements of those agencies.
- 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.
- Long range planning and ongoing development of the educational program.
- Maintain student and program records to comply with district, state, and national accreditation agencies.
- Chair EMS advisory committee meetings.
- Performs other duties as directed or assigned.

*Note: The above is not the exhaustive list of responsibilities. Other duties may be assigned which may or may not be related to the primary responsibilities yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission.*

*Note: the above is not an exhaustive list of competencies, others may/will be added insofar as such are not retaliatory, designed to be discriminatory or create a hostile work environment*

Measurable Performance Grouping – related to any performance-based remuneration and/or pay increase which would be based on objective documentation of compliance with their job description, departmental operational guidelines, departmental/administrative directives and the District's policy and procedure manual. Any Board approved performance-based remuneration/pay raise would be part of an overall District wide program to improve all district operations.

- *Below expectation performance:* the employee fails to meet a minimum level of measurable performance by displaying behavior/s less than conducive to a positive workplace; i.e. argumentative, overly, and unjustifiably critical of others/system, has received warnings/write-ups etc. This employee will receive minimum, if any, performance type remuneration and/or pay raise.
- *Meets Expectations:* the employee meets the minimum level of measurable performance and is valuable as they are the type who show up for work, perform their duties and seldom cause any workplace issues. This employee would receive middle-of-the road performance remuneration and/or pay increase.
- *Superior Performance:* the employee exceeds in their work by complying with policies while actively taking on extra duties, which mentor and interact with their team in a positive uplifting way, who share with management methods to improve the workplace and/or system, who attend meetings etc. This employee may receive up to the maximum allowed remuneration and/or pay raise.

### **SHIFTS, HOURS WEEKLY, OVERTIME, TRAVEL:**

- This position is full-time (40 hours) per week
- Overtime may be required/mandatory depending on workload
- Travel will be required to attend training etc., and could include overnight stays

### **PHYSICAL REQUIREMENTS OF JOB TASKS:**

*Note: the “intermittent” – “Constantly” definitions cover all this section of physical requirements. You can reference the standing subsection, walking subsection etc. back to these definitions. All may be performed during initial or return fitness for duty testing, patient care situations or training sessions*

**INTERMITTENT** is on an "on and off again" basis;

**RARELY** = <1 % of the time **FREQUENTLY** = 34 - 66% of the time

**OCCASIONALLY** = 1 - 33% of the time **CONSTANTLY** = 67-100% of the time

Percentage of workday and/or intermittent is noted if appropriate. **N/A denotes "not applicable."** The surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

**STANDING:** Occasionally

**WALKING:** Occasionally

**SITTING:** Constantly

**DRIVING:** Intermittent

**BALANCE:** Intermittent

**TWIST OR TURN:** Occasionally

**BEND/STOOP:** Occasionally

**CROUCH/SQUAT:** Occasionally

**CRAWL/KNEEL:** Occasionally

**PUSH/PULL:** Occasionally

**CARRY:** Occasionally

### **USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:**

**SHOULDER TO OVERHEAD:** Occasionally

**WAIST TO SHOULDER:** Occasionally

**KNEE TO WAIST:** Occasionally

**FLOOR TO KNEE:** Occasionally

**EXTENSION/FLEXION:** Frequently

**HANDLING/GRASPING:** Frequently

**SPEAK/HEAR REQUIREMENTS:** So as to function in an office

**VISION REQUIREMENTS:** So as to function in an office utilizing paper print, computer screens etc.

**LIFTING and/or CARRYING:**

1 -10 lbs. Frequently

11 - 20 lbs. Frequently

21 - 30 lbs. Frequently

31 - 50 lbs. Occasionally

51 - 75 lbs. Rarely

76 -> 100 lbs. Rarely

**POSSIBLE JOB MODIFICATIONS:**

*A. South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class*

*B. This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies, and physical requirements of the position*

*C. This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will." Meaning, the employee or District can sever ties with or without advanced notification or reason*

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**Chief Education Officer/Paramedic Program Director Job Description Acknowledgement**

Review and signature section:

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell’s job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print, then sign name and date below:

Printed Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed CEO: \_\_\_\_\_

Signature CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Printed HR: \_\_\_\_\_

Signature HR: \_\_\_\_\_ Date: \_\_\_\_\_