

South Howell County Ambulance District Job Description	
Operational Area: Education Operations	Job Title: Education Coordinator
Reports to: Chief Education Officer	Reports From: Subordinate staff
FLSA Status: Exempt	
Prepared By: Jolaine Lashley	Reviewed By: Administration Approved by BOD: 03/21/2023
Original Date: February 2019	Revised:

Education Operations Supportive Mission:

- Education operations connects directly to our primary mission by:
 - Providing quality trained emergency medical technicians and paramedics to the District and for regional EMS agencies.
 - Providing ongoing credentialing and other training our clinical and other staff
 - Provides CPR and other training to the public.
 - Maintaining documentation of staff and people who attend our classes.

Qualifications and/or Work Experience Required to Meet/Support Expected Performance:

- ❖ High School Diploma or equivalent.
- ❖ Minimum state EMT licensure.
- ❖ Minimum State certified EMT Instructor
- ❖ Experience in the Medical field preferred: EMT, medical coding, nursing.
- ❖ Must be able to clearly communicate using the English language for written and verbal communication.
- ❖ Has verifiable skills in Microsoft Office environment with Word, Excel along with web-based usage.

Summary Statement Stating the Function of This Position:

- This position will assist in facilitating the education department operations.

Primary Job Responsibilities/Competencies:

1. Schedules appropriated classes/trainings as required/needed.
 - Effective communication skills – verbal and written.
2. Collaborates with Medical Director to prepare for educational courses.
 - Follows instructions and takes initiative to complete assignments.
3. Assists with preparation of any paperwork and equipment needed for instruction/classes.
 - Knowledge of all appropriate paperwork and equipment.
4. Ensures that appropriate pre and post course paperwork/certifications are filed and distributed.
 - Knowledge of all course paperwork/cert and process required for filing and distributing.
5. Assists in maintaining digital records of all students and employees passing thru SHCAD.
 - Efficient use of SHCAD software programs and storage of digital records.
6. Leverages technology to improve the efficiency of education department.
 - Proficient in all aspects Microsoft Office and web-based programs.
7. Any other responsibilities that are assigned by Education Ops Manager.
 - Follows instructions assigned by Education Ops Manager.

Note: The above is not the exhaustive list of responsibilities and competencies. Other duties may be assigned which may or may not be related to the primary responsibilities and competencies yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission. Others may/will be added insofar as such are not retaliatory or designed to be discriminatory or creates 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 AND ESTIMATED OVERTIME:

Generally, work 40 hours per week with overtime for any weekly hours over 40. Hours will be fluid as some classes may be on weekends or during the evening.
Some duty may/will be pulled in clinical operations

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

OCCASIONALLY = 1 - 33% of the time

FREQUENTLY = 34 - 66% of the time

CONSTANTLY = 67-100% of the time

Percentage of workday and/or intermittence is noted if appropriate.

N/A denotes "not applicable." 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.*

Education Coordinator 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 Department Head: _____

Signature Department Head: _____ Date: _____

Printed HR: _____

Signature HR: _____ Date: _____