



## **Division Chief of Education**

**PURPOSE** To continually monitor and ensure the delivery of quality educational programs to meet the needs of the District's Uniform Operations Division initial education programs and other communities of interest.

**DESCRIPTION** A full-time, exempt, salaried employee who reports directly to the Deputy Chief-Medical Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Works closely with administrative, supervisory and training personnel to ensure a coordinated response to the educational needs of the District.
2. Monitors job performance and ensures personnel meet regulatory compliance standards for re-licensure.
3. Coordinates and monitors District-provided training programs including but not limited to:
  - a. Education of EMS employees to ensure quality patient care.
  - b. Education of outside agencies to facilitate quality patient care.
  - c. Public education.
  - d. Maintenance of records and equipment related to District-provided training.
  - e. Initial education programs.
4. Coordinates and functions as Primary Instructor for the District's paramedic education program as needed
5. Evaluates the effectiveness of the District's training programs, making recommendations to the Deputy Chief – Medical Officer concerning changes necessary to eliminate training deficiencies or to comply with binding regulations.
6. Recommends revisions of policies and procedures needed to ensure successful implementation and completion of training goals and objectives.

7. Recommends necessary revisions of the District's clinical practice guidelines and standing orders.
8. Coordinates, monitors and evaluates the performance of assigned personnel. Included within this responsibility is the authority to suggest and recommend the hiring, firing, advancement, promotion or any other change of status of assigned personnel. Prepares and monitors the annual training department budget and approves training program expenditures within spending authority.
9. Performs other duties as assigned by the Deputy Chief – Medical Officer.
10. Serves as an ambassador for recruitment as it pertains to finding and cultivating talent for the District's new-hire staffing model.
12. Collaborates with the District hiring manager to assess / vet potential new-hire paramedics and participates in the on-boarding process as needed.
13. Assures that appropriate processes and documentation needed to maintain state training center licensure; Veterans Education and Training eligibility; Commission on Accreditation of Allied Health Education Programs accreditation; and other relevant programmatic certification or accreditation is collected and submitted in a timely manner.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience:

- a. Bachelor's degree in a related field of education or management from an accredited postsecondary institution is required. Master's Degree is preferred. The individual selected for the position who does not meet this qualification must acquire a Master's degree within four (4) years of his / her promotion date.
- b. Three (3) years' experience performing principal duties related to the coordination and primary instruction of an EMT-Paramedic education program, in addition to teaching EMS education programs.
- c. Three (3) years' experience performing duties related to the coordination and development of an EMS continuing education program.
- d. Previous education in adult learning theory, techniques and practices of adult education and skills training.
- e. Previous experience in a supervisory role.
- f. Five (5) years' experience as a licensed paramedic.

2. Certificates, Licenses, Registrations:

- a. Instructor certifications in BCLS, ACLS, and PHTLS or ITLS.
- b. Missouri EMT and Paramedic Instructor/Coordinator or an equivalent course (NAEMSE) is required.
- c. Provider certification in PALS with instructor certification preferred.

d. Valid Missouri or Illinois driver's license.

e. Valid Missouri EMT-Paramedic license.

f. A formal critical care education program is highly recommended. The individual selected for the position who does not meet this qualification must acquire a critical care paramedic certification within four (4) years of promotion and maintain the certification while holding this position.

### 3. Skills

a. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

b. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

c. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

d. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

e. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information; maintain accurate records and documentation.

f. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives develops and maintains working relationship with fellow employees, other healthcare providers and general public.

g. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions; effectively manage time to achieve desired results and minimize stress; independently plan, organize, schedule and coordinate assigned projects and make decisions and judgments relating to assigned projects and other responsibilities.

h. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

i. Language - Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence, and effectively present information in one-on-one situation, small group situations and to third parties and employees of the organization.

j. Mathematical – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform clinical calculations, compute rate, ratio, and percent and to draw and interpret bar graphs.

k. Computer - Knowledge of Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

l. Other – Thorough understanding of EMS system, personnel management, supervision and employment law.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. **WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Salary Range: \$100,000-\$115,000

SCCAD Benefits Include:

- Paid Medical Insurance for employee and family
- 11% defined retirement contribution
- Short and long- term disability coverage paid by the District
- Annual uniform allowance
- Retirement HAS
- Education allowance
- On-site wellness center
- Yearly cost of living increase
- Education Incentive pay
- 12 paid holidays

To apply, please use the link below:

<https://recruiting2.ultipro.com/STC1005SCAD/JobBoard/6c5233a2-313e-46c3-94e4-2b1fb408f221/?q=&o=postedDateDesc&w=&wc=&we=&wpst=>