



Part Time - POSITION AVAILABLE

Education Coordinator Position Description

EFFECTIVE DATE: TBA

CLASSIFICATION: Part Time

FLSA STATUS: Non-Exempt

FTE: 0.25 (10 hours per week)

BENEFITS: None

Salary: \$35.00 per hour (monthly payment)

REPORTS TO: SLV RETAC/RMD Coordinator & RMD Medical Director

GENERAL SUMMARY:

The SLV RETAC Education Coordinator – is responsible for managing the first responder’s continuing education and training programs and functions to include the development of training materials for protocol updates, new medical devices and treatment modalities adopted by the State Office of EMS and CDPHE, and act as a resource to local agencies to ensure EMS providers and first responders develop and maintain the knowledge, skills and abilities required to remain confident and proficient in the rapidly changing prehospital emergency medical care environment. Work may also involve assignment to any of the council programs when deemed necessary. Work is performed under the general supervision of the SLV RETAC coordinator.

ORGANIZATIONAL RELATIONSHIPS:

SLV RETAC Coordinator, Regional Medical Director, SLV RETAC council staff, educators and educational institutions, EMS agencies and providers, fire departments, law enforcement, hospitals, medical staff, state/city/county officials, non-governmental organizations and the general public.

PRIMARY OBJECTIVES:

1. Ensure the on-going development of meaningful educational content and curriculum in line with state and national education standards of EMS skill performance.
2. Build and expand relationships with education program participants, schools, and the community.
3. Foster positive engagement, innovative thinking, evidence-based learning, and customization of programs to support lifelong learning for all first responders.
4. Establish best practices in program development and execution through continual quality improvement.

5. Invest in building a positive and supportive relationship with local first responders (staff, volunteers) and community partners to ensure the growth and sustainability of the SLV RETAC Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the general direction of the SLV RETAC and RMD, the Education Coordinator will be responsible for:

1. Serve as an educational resource to EMS providers, agencies, hospitals, civic and/or medical organizations, and local governments within the SLV RETAC Council's service area.
2. Develops and maintain databases of Education resources, state and local EMS training programs, EMS agency training staff, EMS equipment vendors and other resources.
3. Utilizes data to drive planning, to enhance communication, and to support program development and service delivery.
4. Develop multiple modalities of evidence base learning to align with state and regional protocols.
5. Creating training material tailored to the EMS agency's needs.
6. Conducting regular evaluations and assessments of ongoing education for efficacy and outcomes, provide quarter reports to the RMD and the SLV RETAC Council.
7. Develop a work schedule to accomplish necessary goals and projects in the field. Post regular office hours during which time agencies and/or providers can reach him/her for the purpose of obtaining assistance.
9. Assist with EMS continuing education efforts and development. Assist with the education calendar updates and notifications on the SLV RETAC website.
10. Develop training materials for learning management system platforms, assisting with the content. Development, design and production of the SLV RMD Education marketing curriculum.
11. Complete other duties and tasks as assigned by the SLV RETAC Coordinator and council.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Medical terminology
- Pre-hospital care principles, practices, techniques, and procedures
- Emergency medical service system plan development in pre-hospital care systems, agencies, and their inter-relationships
- Patient assessment skills and techniques
- Adult education and training practices,

- Colorado Office of EMS administrative policies, procedures and requirements for initial training as well as continuing education and special initiative training programs.
- Computer systems, including familiarity with Microsoft Office applications (Word, Access, Excel, PowerPoint, Publisher, Zoom, etc.).

Ability to:

- Develop and maintain excellent working relationships with volunteer and career EMS trainers and educators, providers, law enforcement, fire department, hospital administrative personnel, medical staff, non-governmental organization workers and government officials; Efficiently and effectively organize, plan, implement, and evaluate various projects.
- Demonstrate the ability to use a personal computer and create graphic representations by assorted electronic means, including video recording and editing.
- Compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of date, people and things
- Instruct effectively to enable students to obtain required cognitive, affective and psychomotor learning objectives, using multiple teaching methods to include: in person, virtual, instructor led distance learning and learning management software.
- Work independent with little direct supervision, in the set time allowance required by the SLV RETAC Council.
- Adapt to a flexible work schedule that will involve some evenings and weekends with the ability to travel within the San Luis Valley Region.

WORKING CONDITIONS:

1. Work from home;
2. Ability to travel when needed;
3. **PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to sit; stoop, kneel or crouch, and smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. **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.

MINIMUM EDUCATION AND EXPERIENCE:

- 1. Certification as a Nationally Registered Paramedic or Colorado Paramedic with three (3) years of current advanced life support pre-hospital care.
- 2. Certification in PALS, ACLS and BLS.
- 3. Must possess and maintain a valid Colorado driver’s license with a good driving record.

PREFERRED QUALIFICATIONS:

- 1. Associate Degree in health science or related field
- 2. Two (2) years Instructional development and coordination experience
- 3. Resident of the San Luis Valley Region

SIGNATURES:

Employee's Signature

Date

SLV RETAC Coordinator

Date

SLV RETAC Board of Chair

Date