



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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Position: Emergency Medical Services Education Coordinator

Department: Emergency Services

Reports To: Director Emergency Services

Location: 440 West Franklin Street, Wytheville, VA

FLSA Status: Exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Until Filled

Summary

The Education Coordinator is responsible for planning, developing, and implementing educational programs for Emergency Medical Services (EMS) personnel and ensuring compliance with state and federal regulations, and serving as a liaison between various EMS agencies. In this role, the candidate will manage training programs, develop curriculum, and assess student performance. Curriculum development focuses on creating and designing educational programs while overseeing multiple projects or initiatives aligned with Wythe County's goals.

Work Schedule

- Monday – Friday 8:00a.m – 5:00p.m.
- Schedule will be flexible to accommodate evening duties
- Occasional on-call and call-outs as necessary

Essential Functions

- Ensure effective teaching and learning leading to student success
- Ensures compliance with Virginia Emergency Medical Services regulations and state rules, regulations, and codes
- Develop and implement EMS education programs, including initial training, continuing education, and recertification courses
- Serves as a liaison between local, regional, and state agencies, ensuring coordination and collaboration in EMS education
- Provides instruction and remediation to EMS providers in both classroom and field settings
- Maintains accurate records of student progress, course completions, and other relevant information
- Assists with developing education goals, policies, and procedures to enhance EMS education
- Submits necessary course approvals, approves student enrollments, and updates the VA Office of EMS Course Student Disposition Reports

- Mentor to EMS personnel in training or continuing education
- Ensure that the EMS team is up-to-date with the latest developments and advances in emergency medical care
- Collaborating with other departments to improve training effectiveness
- Providing instruction on new protocols and procedures
- Maintain training equipment and facilities
- Market training opportunities to employees and encourage participation
- Attend seminars and meetings to learn new training methods and techniques, and use the knowledge to prepare and coordinate future training sessions
- Will occasionally be required to serve as a primary care provider for ALS

Knowledge, Skills, and Abilities

- Excellent communicator
- Ability to multitask
- Must be organized
- Problem-solving
- Strong understanding of EMS protocols, regulations, and best practices
- Proficient in Microsoft Office
- Be able to work independently and with minimal supervision

Education and Experience

- High school graduate or equivalent required
- Virginia Education Coordinator Certification Required
- 4 years of experience in EMS as an EMT/Paramedic
- Paramedic certification required
- National Registry preferred

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing, and using hands to finger, handle, or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting, and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas through the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g., business office, light traffic).

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.