

POSITION	EMT Coordinator
LOCATION	Liberty Township Campus – Public Safety Education Complex

GENERAL DESCRIPTION

The EMT Coordinator is responsible for the delivery of quality education that adheres to required curriculum standards and employing effective teaching practices to ensure that all learners are the best prepared and equipped for success in their lives. This position assumes responsibility for EMT program operations including but not limited to: curriculum design and development, educational delivery and evaluation, program registration, career counseling, assessments, job profiling, and adult education-data reporting.

This position also assumes the responsibility for coordination of in-class, hands-on laboratory operations for EMT and Paramedic programming including scheduling of lab instructors, coordination of lab spaces, and set up of equipment for labs sessions.

QUALIFICATIONS

- Associates degree in related content area **OR** equivalent related work experience consisting of at least seven (7) years working as an EMT or higher;
- Valid licensure, certification, and/or registrations as required by the Ohio Department of Education & Workforce (or any governing body associated with the education programs directed);
- Valid Ohio Department of Public Safety EMS Instructor certification;
- Graduate of an approved paramedic program;
- Current Ohio licensure as a paramedic;
- Minimum of three (3) years teaching experience instructing students preferred;
- Student-oriented teaching style with ability to adjust to suit individual adult learner needs;
- Strong proficiency in email and Microsoft Office programs;
- Valid driver license and history of safe driving;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

STARTING DATE	July 1, 2024
SALARY	Placement based upon experience and education (Starting at \$76,384)
BENEFITS	Comprehensive benefits package includes medical, dental, vision, and life insurance
WORK SCHEDULE	230 days; 8 hours per day This position works 40 hours per week Monday to Friday. Flexibility to accommodate daytime and evening hours is vital to support class schedules.
DEADLINE	Internal: April 11, 2024; External: April 18, 2024 or Until Filled
APPLY TO	Butler Tech Careers