



# Scurry County EMS

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1-1-2025

## EMS Education Coordinator

**Reports To:** EMS Director & Medical Director

**Supervision Level:** Limited (Autonomous Role)

**Salary:** \$65,000.00

### **Key Responsibilities:**

- **Coordinate & Teach EMS Education**  
Managed and instructed courses for Scurry County EMS and neighboring services. Develop and deliver courses like AHA BLS, ACLS, PALS, NAEMT courses (AMLS, PHTLS, etc.).
- **Continuing Education Program Management**  
Maintain and develop continuing education (CE) programs for staff. Ensure compliance with state CE requirements.
- **New Hire & Protocol Management**  
Oversee the orientation of new hires, conduct evaluations, and assist in protocol development and in-service training.
- **Compliance & Audits**  
Ensure compliance with TDSHS education standards. Manage education audits and certification renewals.
- **Manikin & Training Equipment Management**  
Organize and maintain training supplies and manikins, including cleaning, decontamination, and inventory control.
- **Collaboration & Outreach**  
Work with local hospitals and surrounding entities to provide education opportunities and maintain relationships with educational providers.

### **Required Qualifications:**

- High school diploma or equivalent
- Certified or licensed Paramedic (Texas Department of State Health)
- Field experience as a Paramedic
- Working towards or completion of EMS instructor certification

### **Preferred Qualifications:**

- Texas EMS Instructor certification
- Certified Critical Care Paramedic
- Associate's or Bachelor's degree

### **Skills & Attributes:**

- Strong organizational, communication, and interpersonal skills
- Ability to handle stress and long working hours
- Passion for EMS education
- Comprehensive EMS knowledge and ability to teach