



**Kentucky Community and Technical College System  
Kentucky Fire Commission**

**EMS Training Coordinator  
Job #9912**

Open Date: 9/30/2020

Close Date: Open Until Filled

*KCTCS is committed to achieving excellence through cultural diversity.  
We actively encourage applications and/or nominations of persons of color,  
women,  
veterans, persons with disabilities and other individuals.*

To apply, visit <https://careers.kctcs.edu>

KCTCS is an equal opportunity employer and educational institution.

**ABOUT US**

The Kentucky Community and Technical College System is the Commonwealth's largest postsecondary institution serving more than 100,000 students through 16 colleges with more than 70 campuses. We also are Kentucky's largest provider of workforce and online education. Through partnerships with business and industry, we align our programs to meet the needs of local employers. Our colleges are united in their commitment to making life better for our students, communities and the citizens of Kentucky.

The open position, outlined below, is located in Paris, Kentucky.

**POSITION DESCRIPTION**

This position coordinates Emergency Medical Services training throughout the State Fire Rescue Training (SFRT)/Fire Commission (FC) program and provides guidance with compliance to state regulations and statutes. Additionally, the position requires excellent communication and people skills including the ability to work with emergency services personnel, fire and emergency medical services associations, other local, regional, national and international associates and committees, regulatory agencies, Fire Commission (FC), State Fire Rescue Training (SFRT), Kentucky Board of Emergency Medical Services (KBEMS) and KCTCS staff.

KCTCS offers a competitive benefits package and an attractive work environment that supports excellence, innovation and creativity.

### **MAJOR RESPONSIBILITIES/DUTIES**

- Prepares/maintains documentation for reports, acts as a liaison between SFRT, KBEMS and EMS agencies. Assists Area Coordinators with Training and Educational Institute (TEI) renewals and compliance including knowledge of applicable laws, regulations and standards related to SFRT and EMS Education/Training.
- Oversees EMS courses (initial and continuing education) by working with the Fire Commission Curriculum Coordinator to update and maintain EMS course related content. Assists SFRT EMS Educators with professional development as needed/required.
- Oversees EMS equipment needed for each area TEI and assists with ordering and maintaining equipment.
- Monitor and perform site visits to SFRT sponsored EMS courses at least once during full courses.

### **MINIMUM REQUIREMENTS**

- Associate degree or equivalent and five (5) years relevant experience.
- Certification or Professional License: Paramedic and KBEMS Level II Educator and Evaluator or equivalent.

The successful candidate must have previous experience with predictive examinations (such as FISDAP), lead instructor experience for EMS courses and knowledge of EMS accreditation.

### **PREFERRED COMPETENCIES**

- Bachelor's degree or equivalent and eight (8) years relevant experience.

KY law requires state and national pre-employment background checks as a condition of employment.

Initial review of applicants will begin on October 14, 2020.

Position is open until filled.

Applicants will be notified if selected for an interview.

**To apply, visit <https://careers.kctcs.edu/>**

For questions regarding the above position, contact us by emailing

[Melinda.Lyons@KCTCS.edu](mailto:Melinda.Lyons@KCTCS.edu)