EMS Educator

POSITION SUMMARY

The EMS Educator is responsible for planning, developing, and delivering comprehensive Emergency Medical Services (EMS) training programs for fire department personnel. This position ensures that all EMS training meets state and national standards and keeps personnel updated on pre-hospital emergency care's latest practices, protocols, and technologies. The EMS Educator will collaborate with the Training Captain to assess training needs, create curricula, and coordinate certifications and continuing education opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties:

- Develop and deliver EMS training programs, including initial, recertification, and continuing education, to meet the National Registry and State of North Dakota requirements.
- Ensure compliance with state and national EMS standards and protocols.
- Assess and adapt training programs based on department needs.
- Coordinate with external instructors and agencies for specialized training.
- Maintain accurate records of training, certifications, and evaluations.
- Assist in developing EMS protocols and procedures with the Division Chief of EMS.
- Stay updated on EMS advancements and integrate them into training.
- Respond to emergency medical calls, providing ALS or BLS care as needed.
- Perform patient assessments, develop treatment plans, and administer medical interventions.
- Ensure accurate documentation of patient care in medical reports.
- Maintain and inspect medical equipment and supplies for readiness.
- Assist with fire suppression, rescue operations, and fire prevention activities.
- Engage in ongoing training to maintain certifications and industry standards.
- Perform routine maintenance of firefighting and EMS equipment.
- Collaborate with other firefighters and paramedics in high-stress emergencies.

Knowledge, Skills, and Abilities (position requirements at entry):

- Strong instructional, organizational, and communication skills for delivering EMS education and training.
- In-depth knowledge of state and national EMS standards, protocols, and regulations.
- Ability to assess training needs and develop curricula that meet the department's requirements.
- Expertise in advanced life support (ALS) procedures, medical protocols, and EMS systems.
- Ability to administer emergency medical care, including trauma management, advanced airway techniques, cardiac interventions, and medication administration.
- Strong understanding of patient care documentation requirements and medical terminology.
- Familiarity with firefighting tactics, equipment, and the Incident Command System (ICS).
- Knowledge of hazardous materials response, fire suppression strategies, and rescue operations.

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- Proficient in using and maintaining EMS equipment, including cardiac monitors, defibrillators, suction units, and trauma tools.
- Ability to quickly assess emergencies and make sound decisions under pressure.
- Ability to communicate effectively with patients, team members, and the public in high-pressure situations and routine interactions.
- Skilled in maintaining and troubleshooting fire and EMS equipment to ensure operational readiness.
- Strong critical thinking skills to determine the best course of action during patient care and fire suppression.
- Ability to work collaboratively with department personnel and external agencies.

QUALIFICATIONS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Associate degree or Bachelor's degree in Emergency Medical Services Administration – EMS Education preferred.
- Minimum of two (2) years' experience as an EMS Instructor.

Special Requirements:

- Valid ND Driver's License.
- Advanced Emergency Medical Technician (AEMT) with Nationally Registered Paramedic (NRP)-Preferred (NRP to be obtained within 2 years of hire if AEMT).
- North Dakota AEMT or Paramedic Licensure (must be obtained upon hire if from out-of-state).
- Minimum of 2 years of experience in EMS, with a preference for experience in a fire-based EMS system.
- NAEMSE Instructor Level I or ND EMS Instructor/Coordinator.
- Required certifications: AHA BLS CPR, AHA BLS Instructor.
- NIMS/ICS certifications: ICS 100, 200, 700, 800.
- Additional certifications to be obtained within one (1) year of hire: AHA ACLS, AHA PALS, NAEMT PHTLS, NAEMT AMLS.
- Additional certifications to be obtained within one (1) year of hire: ProBoard and/or IFSAC Hazardous Materials Awareness and Operations, Fire Fighter I, and BlueCard Command Certification.

WORKING CONDITIONS

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to fumes, odors, dust, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

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- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of bodily harm, including loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions, or the extreme risk of accident or ill health. Threats are challenging to identify or protect against.

Classification: FD-4
FLSA: Non-Exempt
Created: 08/23/2024 by Chief Presnell
Approved by City Commission: 09/03/2024
Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.