

POSITION DESCRIPTION
COUNTY OF CASS, INDIANA

POSITION: Educator – Program Chair
DEPARTMENT: Emergency Medical Services
WORK SCHEDULE: As Scheduled – 35 Hours weekly
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: November 1, 2025
DATE REVISED:

STATUS: Full-Time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application procedures and perform essential functions of the job, unless those accommodations would present an undue hardship.

The Educator – Program Chair position is responsible for the Cass County EMS Paramedic Program. This position manages, supervises and is responsible for all things relating to the program. Outside of the paramedic Program, the educator is responsible for training current CCEMS staff. Training the current staff involves skill check offs and furthering their knowledge. Managing preceptors, teaching schedules, student schedules, and coordinating clinicals are all direct responsibilities of the job. The above items are examples of the job duties but are not limited to this list.

DUTIES:

The Following Duties are examples of what this position will be doing but not limited to this list.

Oversees the daily operations of the Cass County EMS Paramedic Program.

Establishes COAEMSP initial accreditation.

Oversees and maintains COAEMSP Accreditation compliance.

Completes tasks and roles assigned by the director or assistant director.

Manages the student scheduling.

Manages and trains the CCEMS Preceptors.

Manages the continuing ed documentation for students, preceptors, and employees.

Manages and trains the CCEMS employees.

Manages the teaching schedule for the paramedic program which includes secondary instructors and guest teachings.

Participates in Clinical Audits of PCRs.

Manages all relationships with affiliations.

Provides specific medical care in conjunction with physician, nursing and allied health staff in the hospital in accordance with established practices and protocol.

Calculates drip rates and drug concentrations, renders appropriate approved intravenous drugs or fluid replacement as indicated by online medical direction and/or established EMS Protocols.

Document in writing or by approved electronic means all relevant information in a prescribed format (I.E. Run Report, Student Evals, Preceptor Evals).

Drives an emergency vehicle under emergency and non-emergency conditions.

Exercises independent judgment in critical, emergency situations.

Coordinates public safety personnel in emergency situations.

Attends continuing education, refresher courses, medical audit programs and training programs as required by Cass County EMS, medical direction, or certifying agency.

Participates actively in continuing education and medical audit programs.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or equivalent (GED)

Must be an Indiana Paramedic.

Must be an Indiana Primary Instructor.

Minimum 10 years of EMS Experience.

Minimum 5 years in EMS Education.

American Heart Association CPR Certification.

Continuing education to maintain required certifications.

Advanced knowledge of practical skills, theory and medical terminology involved in basic and advanced emergency medical care.

Advanced knowledge of principles of human growth and development.

Knowledge of age-appropriate care (i.e. neo-natal, pediatric, adolescent, adult, geriatric).

Knowledge of advanced respiratory skills including endotracheal intubations, cricothyrotomy, pleural decompression and breathing treatments.

Knowledge of cardiac monitoring and interpretation, defibrillation, and cardio version.

Knowledge of intravenous therapy, including peripheral lines, use of I.V., I.M., I.O., and Sub. Q medications.

Knowledge of indications, contraindications, side effects and dosages of all medications carried by the paramedic vehicle.

Ability to work effectively under emergency conditions and stress.

Ability to teach EMS and medical courses at an expert level of knowledge

Ability to safely operate an emergency vehicle in all weather conditions.

Ability to coordinate emergency care with EMT Basics and other Paramedics as well as hospital physicians and staff.

Ability to make independent and critical patient care decisions.

Ability to interact in a calm, effective and courteous manner with patients, public and hospital staff.

Ability to communicate verbally in person and via telephone and telecommunications mediums using the English language.

Ability to hear and understand spoken information from co-workers, patients, physician, dispatchers, other allied health personnel, bystanders, and public safety professionals.

Ability to read and comprehend written materials under stressful conditions.

Possession of a valid driver's license and a demonstrated safe driving record.

II.. DIFFICULTY OF WORK:

Incumbent supervises and directs Department / Program operations according to legal requirements and standard policies and procedures, requiring consideration of many variables, selection of appropriate guidelines and interpretation of precedents to ensure compliance and attainment of goals and objectives. They must use considerable judgement and take authoritative actions in response to situational demands.

III.. PERSONAL WORK RELATIONSHIPS:

Incumbent provides emergency medical care at the advanced life support level according to Cass County EMS practices, policies, and established protocols. They must use considerable judgement in critical, emergency situations.

Incumbent reports directly to the EMS Director &/or Medical Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying persons or heavy equipment over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sound/communication.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Paramedic describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name