

DREXEL HEIGHTS FIRE DISTRICT JOB ANNOUNCEMENT

Education Coordinator

*Estimated starting salary: \$45,324
Plus excellent benefits package*



Drexel Heights

Fire District

Administrative
Offices

5030 S. Camino
Verde

Tucson, AZ 85735

www.drexelfire.org

(520) 883-4341

Primary Function:

The position is challenged to coordinate and perform multiple training/instructor roles, which are intended to enhance the educational status of current and future fire district personnel. The assigned roles include: development, coordination, and implementation of fire and EMS related training programs for internal and external customers; and to interact with external agencies and internal departments and requires considerable independence and professional decision making ability.

Minimum Qualifications:

- Certification or ability to become certified as a Fire Instructor I in the State of Arizona.
- Certified Emergency Paramedic with experience teaching at both the Paramedic and EMT level.
- Knowledge in the use of computer programs and other training related systems.
- An Associate's Degree in business or management, fire science or a related field.
- Must possess or be able to possess a valid Arizona Driver's License.

Preferred Qualifications:

- Bachelor's Degree in business, management, fire science or related field.
- Instructor for NREMT – AMLS, PHTLS, ACLS, EPC and CPR (provider level).
- Career or Technical Education teaching certificate.
- Three (3) or more years' experience in fire and/or emergency medical service.
- Certification as a Firefighter II in the State of Arizona.
- Ability to communicate both in English and Spanish.

Application Process

- District applications packets are available for pick up at the District Administrative Office located at 5030 S. Camino Verde, Tucson, AZ 85735 (Office hours – Monday – Friday, 8:00 am to 5:00 pm)
- Complete and return the District application along with the required information described in the application packet, including cover letter, resume, and copies of relevant degrees and certifications.
- Application deadline: Open until filled with first screening of applications on Monday, May 17, 2017.

Selection Process

- Formal application, review of education and experience, appropriate testing, oral interview, and final selection. The pre-employment process for candidates may include, but is not limited to, background check, medical exam with drug screen and reference checks.
- Applicants will be contacted by telephone or email regarding their status in the application and selection process at a time determined by the Fire District.

Benefits package includes:

Medical, vision, dental and life insurance, employee assistance program membership, paid time off, paid holidays, Arizona State Retirement System participation, and eligibility for deferred compensation plans and supplemental insurance programs.

Drexel Heights Fire District is an Equal Opportunity Employer