

SESC Job Posting

POSITION: Public Service Training Coordinator – SESC

REPORTS TO: SESC Executive Director

QUALIFICATIONS:

- Must hold a current Adult Teaching permit or be willing to obtain one within one year of employment.
- Minimum of a bachelor's degree from an accredited college or university.
- Extensive knowledge of the current certification process for those in the WV Firefighter and/or EMS service and associated laws surrounding them.
- Certified as a WV Firefighter and/or a EMT-B or EMT-P
- Demonstrated superior interpersonal skills and organizational abilities.
- Demonstrated ability in verbal and written communication skills.
- Experience in the use of computers and software applications.

EXPECTATIONS AND RESPONSIBILITIES:

- Works effectively as a member of a team.
- Demonstrates self-control and exhibits an attitude of mutual respect.
- Demonstrates appropriate ethics and good work habits.
- Demonstrates an ability to work effectively with local, county, and state personnel
- Works effectively with state agencies (WV Department of Education, WV Department of Health, State Fire Commission, etc.), private industry and the general public.
- Maintains and upgrades professional skills.
- Coordinates Public Service Training in the SESC 12 county area.
- Develops policies and procedures for Public Service Training.
- Develops programs, budgets, and oversees daily office operations.
- Provides leadership to Public Service Training instructors and the PST Specialist.
- Maintains all student and class data records in the Public Service Training data system.
- Teach Instructor Courses and assist new instructor candidates with the application process.
- Administer testing for Public Service Training and International Fire Service Accreditation Congress (IFSAC) classes.
- Maintain and keep current the WV Public Service Training website for the Beckley region.
- Assist with the ESCAPe and ASSET Conference.
- Maintain inventory of textbooks, class supplies and equipment.
- Responsible for grant preparation and monthly financial reporting

- Organizes and supervises the development of PST curriculum, classes, and policies throughout SESC.
- Works with advisory councils, professional organization, governmental agencies, legislative committees and other groups in the areas of public service training.
- Organizes, conducts, and evaluates classes for EMS, Fire Service, Law Enforcement, and other classes as needed.
- Willingness to work evenings and weekends.
 - Willingness to travel extensively throughout the State.
 - Willingness to attend all local, regional, state, and national meetings as necessary.
 - Maintains records and processes required forms necessary to conduct training needed for state licensing boards, etc.
 - Provides an annual report and all other necessary reports to the State Coordinator of Public Service Training and the SESC Advisory Council.
 - Other duties as assigned.

CONTRACT: Will and pleasure employee.

EVALUATIONS: According to SESC and/or WV Department of Education policies.

EMPLOYMENT TERM: 240 Days annually.

SALARY: Current SESC salary schedule.

DEADLINE TO APPLY: April 13, 2021

SUBMIT APPLICATION TO: Jason Butcher
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