



# POSITION VACANCY

**Date Posted:** February 25, 2026

**Position:** Public Safety Coordinator – Adult Education

**Reports to:** Director – Adult Education

**Starting Date:** July 1, 2026

**Salary Range:** Per Salary Schedule

**Work Year:** Full-Time

**Qualifications:**

- 1) Minimum of a Bachelor's degree (preferably in a health-related field, EMS or education) or the equivalent to direct a Paramedic program and a minimum of an Associate's degree to direct an Advanced Emergency Medical Technician program for an accredited institution or higher education;
- 2) Documented education or experience in instructional methodology;
- 3) Academic training and experience equivalent to that of a paramedic;
- 4) Experience in the delivery of pre-hospital emergency care;
- 5) Knowledge about the current versions of the National EMS Scope of Practice and National EMS Standards, and about evidenced-informed clinical practice.
- 6) Pass BCI/FBI background check and meet MECTC BOE standards for employment.

**Responsibilities:**

- 1) Recruit and recommend qualified instructors for public safety classes and clinical experiences;
- 2) Apply for and maintain credentials for accrediting programs (including, but not limited to ODPS, CoAMPSE, CAAHEP, ODHE and COE);
- 3) Supervise public safety program instructors and complete monthly timesheets, weekly schedules and related reporting;
- 4) Assist with preparing budgets and placing orders for equipment, supplies and student materials;
- 5) Foster and maintain positive professional relationships with protective services departments and organizations in the region;
- 6) Perform other duties as assigned.

**Application Deadline:** April 3, 2026

**To apply please send your application for employment (located on our [website](#)), cover letter and resume to:**

**Email:** [svandusen@mideastctc.org](mailto:svandusen@mideastctc.org)

**Mail to:** Stephanie VanDusen, Mid-East CTC, 400 Richards Road, Zanesville, OH 43701