



# DISTRICT 7 FIRE & RESCUE

*Serving the Citizens of Bexar County, Texas*

## JOB ANNOUNCEMENT

Bexar County Emergency Services District # 7 (District 7 Fire & Rescue) is accepting applications for the position of **Clinical Education Coordinator**.

### Job Description (Briefing)

Under the direction and guidance of the Division Chiefs and Fire Chief, as well as collaboration with the EMS Captain and Office of the Medical Director for purposes of Clinical Education. The Clinical Education Coordinator is Responsible for developing curriculum, scheduling, and teaching continuing education for Paramedics and EMTs. Duties include assisting in completing required paperwork and filing with the Texas Department of State Health Services to ensure compliance with all certification and licensing requirements; coordinating and taking an active role in Quality Improvement and Quality Assurance programs; and, overseeing the Field Training Program. Work requires limited supervision. This position will also oversee the initial education program for District 7 Fire Rescue.

This position is Administrative with typical 40-hour work week scheduling. Schedule may require occasional evenings and weekends dependent on workload and classroom scheduling.

### Position Requirements

- Must be at least 21 years of age;
- Possess a degree in higher education, preferably in Health-Related Studies (Bachelor's preferred);
- National Registry Paramedic Certification;
- TX Department of State Health Services Paramedic Certification;
- TX Department of State Health Services EMS Instructor for 2 years minimum (current);
  - Must provide certified document outlining hours earned as an Instructor
- TX Department of State Health Services EMS Coordinator Certification (preferred Advanced Level);
- Instructor Certifications in:
  - ACLS, BTLS, PALS / PEPP, BLS, CPR
- Five years as an operational Paramedic (preferred);
- Four years of teaching, training and / or program development experience;
- Flight Paramedic Certification or Critical Care Paramedic (preferred);
- Possess a valid TX Class C DL with a clear driving record and current proof of Liability Insurance;
- Equivalent combination of education, certifications and experience may be considered in meeting requirements (list above is preferred and desired but consideration is case by case with resume and qualifications overall).

### Application Guidelines (Read Carefully)

- **Internal applicants must complete a letter of intent AND provide all applicable certifications in their packet with resume;**
- Download and complete the application from our website ([www.d7fr.org](http://www.d7fr.org));

- You can pick up an application in person from Station 115, appointment required, see below for address and contact information;
- Ensure that the application is completed following all instructions within; read carefully as incomplete applications will not be accepted (modifications / additions can be completed before the application deadline);
- Include a copy of **ALL** certifications, driver's license (both front and back), liability insurance, letter of intent and resume (photocopies are acceptable);
- Ensure that the two notary signatures are obtained prior to turning in your application;
- Sealed applications should be delivered to Division Chief Timothy Ivey:
  - Mon – Friday from 0800 – 1700 excluding Holidays (call to verify Holiday hours)
  - 11615 Galm Road, San Antonio, TX 78254
  - 210-688-0665 Business Phone (option 1)
  - [tivey@d7fr.org](mailto:tivey@d7fr.org)
  - Applications dropped off after hours may be done by appointment only, schedule all appointments with Division Chief Ivey
  - Any questions regarding the application process or special needs considerations should be directed through Division Chief Ivey

### **Benefit Breakdown**

- Starting Salary: \$71,760.00 to \$89,236.10 (DOQ)
  - Incentive Degree Pay Annually:
    - Associates: \$1,800.00
    - Bachelors: \$3,000.00
    - Masters: \$3,600.00
- Medical, Dental, Vision, Life, Short / Long-term Disability Available
  - 100% Employee Coverage
  - 50% Employee Family Coverage
  - Accident, Extended Life, Indemnity by Employee Election
- PTO
  - 120-240 hours annually depending on Step Level
- Step Plan Increases based on years of service;
  - Retrograde pay applies to those with prior experience, credited employment with TCFP certification. Total years of service will be credited with half of the time in step plan with a max of 20 years credit applied as 10 years in current step plan (Step 5 max incoming).
- TCDRS Retirement:
  - 7% Employee Contribution with 2.5:1 Department Matching
  - Vested 10 Years

**\*\*\*Application period is open until filled\*\*\***

\*\*\* Selected applicants will be notified of dates for the following after the closing date. \*\*\*

- Reference Review Period and Formal Interview Panel



Kevin Clarkson  
Fire Chief

*Bexar County Emergency Services District # 7 is an Equal Opportunity Employer*

11615 Galm Road  
San Antonio, TX 78254

210-688-0665

[www.d7fr.org](http://www.d7fr.org)