



DATE POSTED: SEPTEMBER 9, 2026
APPLICATION DEADLINE: SEPTEMBER 23, 2026

VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITIONS NOTICE
(vacancy for the 2026-2027 school year)

POSITION: Adult Education AHA & Clinical Coordinator

LOCATION: VSCTC District

MINIMUM Possess or qualify for a valid Ohio adult educator's license or permit. Associate or bachelor's degree in healthcare, EMS, education, business, or related field preferred. Must possess or qualify for an Ohio Certification as an EMS, PALS, ACLS, and BLS Instructor. Minimum of three years of experience as a Paramedic.

Knowledge of EMS education, AHA requirements, clinical education processes and best practices, and healthcare compliance requirements. Ability to work independently while also collaborating effectively with instructors, clinical partners, students, and administrative staff. Ability to travel between clinical sites as necessary. Ability to work non-traditional hours when needed.

Possess excellent interpersonal, organizational, technology, and communication skills. A valid Ohio driver's license and positive background checks (BCI/FBI) are mandatory.

GENERAL DESCRIPTION: The coordinator shall provide leadership and coordination for all American Heart Association courses and ensure the effective delivery of required clinical experiences for EMS programs. Duties include scheduling and coordinating AHA classes, maintaining instructor and course records, processing all AHA cards, ensuring compliance with AHA guidelines and applicable EMS and accreditation requirements, coordinating clinical site agreements and student placements, monitoring completion of required clinical hours and competencies, maintaining accurate documentation, and serving as a liaison among students, instructors, clinical partners, and program administration. The coordinator ensures that all AHA and clinical activities are organized, compliant, and supportive of student success and program requirements.

WORK WEEK/YEAR: Part-time, up to 20 hours/week

SALARY: In accordance with the Board Policy.

BENEFITS: In accordance with the Board Policy

STARTING DATE: November 1, 2026

APPLY TO: Paige Webb, Office of the Superintendent, (419) 332 - 2626 ext. 1003
1306 Cedar Street, Fremont, Ohio 43420
pwebb@vsctc.org
Submit a completed employment application, resume, copy of college transcripts, industry credentials, and current State of Ohio educator licenses.

Title VI, VII (Civil Rights Act of 1974), Equal Pay Act of 1963, Title IX & Section 504 Regulations are followed.
According to ORC 3319.311 a criminal records check is required prior to employment.