

FIRE TECHNOLOGY – EMS INSTRUCTIONAL LAB COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Tech./Paraprofessional	PEU Local 1	64	10/26/00	Classified	1 of 2

DEFINITION: To supervise and coordinate the activities of the EMS Laboratory; to organize, schedule, and participate in evaluating a variety of laboratory experiments; and to assist instructors with laboratory teaching demonstrations.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supervise and tutor students in the practical application of health care skills in the college learning laboratory, local hospitals or other off-campus facilities.
- Assist instructors with demonstrations of technical procedures, new course offerings, and related materials.
- Monitor student practice sessions, and monitor student technical proficiency; establish mentoring and tutoring networks.
- Prepare, maintain, issue, order, and inventory laboratory equipment.
- Prepare, maintain, and evaluate laboratory records, anticipate and research equipment needs.
- Obtain instructors' requests for materials.
- Maintain journal library and written reference materials.
- Maintain audio-tutorial equipment and resources and audio-visual computer materials and update technologies.
- Organize and route audio-tutorial materials for preview showings.
- Assist in scheduling of classrooms, organizing alternate education sites. Ensure study center is available for students use on a daily basis.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Allied Health principles, methods and procedures; emergency health care procedures and protocols; pre-hospital care education.

Ability to: Assist students in understanding professional nursing and allied health concepts and practices; communicate effectively in oral and written forms; understand and carry out oral and written instructions in an independent manner; establish and maintain a variety of records and prepare reports; explain and exemplify ethical standards of the health care professions; organize, coordinate and supervise a variety of laboratory and health science activities; establish and maintain effective work relationships with those contacted in the performance of required duties; develop sensitivity to people of racial, ethnic, gender and culture diversity; use and operate a variety of office, nursing and related health equipment.

Education/Training: Associate of Arts degree in Allied Health or equivalent.

Experience: One year experience in emergency and pre-hospital care including six months experience training, coordinating or instructing students or instructional programs in a health related field.



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MINIMUM QUALIFICATIONS:

License/Certification:

- Possession of a valid CPR Instructor certificate.
- Possession of a valid California Driver's License.

Actions: Modification and title change adopted by the Governing Board on 10/25/00.