Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	64	**07/01/2017**	Classified	1 of 3

DEFINITION

To plan and organize the day-to-day operations of an Emergency Medical Services (EMS) instructional laboratory; to organize, schedule and assist in evaluating a variety of laboratory activities; to assist in department budget preparation and administration; to provide tutoring services to students in the practical application of health care skills; and to provide a wide range of technical, clerical, and other assistance to students, faculty, and tutors.

DISTINGUISHING CHARACTERISTICS

Fire Technology – EMS Instructional Laboratory Coordinator- This classification is distinguished from the senior level in that it is responsible for the day-to-day operation of a single laboratory area as opposed to multiple laboratories or laboratory operations with larger scope and complexity.

Fire Technology – EMS Instructional Laboratory Coordinator, Senior – Positions in this classification are responsible for the planning, organization and preparation of multiple laboratories or operations with larger scope and complexity.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans and coordinates department laboratory operations for an EMS Laboratory.
- Tutors students in the use of laboratory facilities and in the areas in which the students need assistance.
- Provides students, faculty, and tutors with assistance and training in the operation of computers and other laboratory equipment.
- Identifies student needs and determines remediation plans for students with weaknesses in fire technology and EMS; advises students on study methods, learning strategies and monitors student progress.
- Coordinates tutoring services activities for assigned department; approves time cards.
- Assists in developing and monitoring department budgets in coordination with management and faculty; prepares cost estimates for budget recommendations; submits justifications for budget items; maintains student billing records.
- Develops and maintains a reference library and files of resource material for faculty and student use.
- Assists in the administration of laboratory assignments, exercises, and tests under the direction of an instructor.
- Develops and implements new or modified laboratory policies and procedures, as required.

Contra Costa Community College District – Classification Specification

FIRE TECHNOLOGY – EMS INSTRUCTIONAL LABORATORY COORDINATOR

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- Meets with faculty to become familiar with their lesson plans and expectations for student competencies.
- Monitors computer software and hardware to ensure proper working order, performs minor maintenance when necessary; reports and documents equipment problems or failures.
- Coordinates workload of department laboratory; monitors assignments of assigned staff.
- Assists in the preparation of instructional aids used by students and faculty in the laboratory.
- Conducts statistical review to analyze and assess the service effectiveness in assigned laboratory.
- Promotes and advertises tutoring services to faculty, staff, and students via web pages, emails and class visits.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laboratory equipment, software, materials, supplies and procedures as used in fire technology and EMS.
- Basic teaching and learning theories, principles and practices of tutoring.
- Principles, practices, and applications of the assigned subject material at the level of the courses taught in the District.
- Enterprise Resource Planning (ERP) Systems and/or other student tracking software.
- Modern software applications (Microsoft Office Suite, etc.).
- Methods of gathering and presenting general statistical data.

Skill/Ability to:

- Perform a variety of instructional assistance, tutoring, and related support functions in fire technology and EMS.
- Assist students in understanding the basic fundamentals of assigned subject areas.
- Operate, set up, troubleshoot, and demonstrate the use of computer and other equipment in the laboratory.
- Analyze laboratory procedures and make constructive suggestions for improvement.
- Develop and maintain record keeping systems for the laboratory.
- Communicate effectively, both orally and in writing.
- Organize, coordinate, supervise and schedule a variety of laboratory activities.
- Establish and maintain effective work relationships with those contacted in the course of required duties.
- Prepare clear, concise, and complete reports using standardized practices.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

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	Non-Exempt	Technical/Paraprofessional	PEU Local 1	64	**07/01/2017**	Classified	3 of 3

EXPERIENCE AND TRAINING

- Two (2) years of responsible experience in the operation and maintenance of a laboratory, or assisting a college instructor in assigned discipline.

EDUCATION / LICENSE OR CERTIFICATE

- Possession of a Bachelor's degree from an accredited college or university in assigned discipline, or the equivalent.
- Possession of, or ability to obtain, a valid Red Cross First Aid and CPR certificate.

Adopted: 07/01/17