

Metropolitan Education District
First Aid and CPR Teacher



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| Location: | Metropolitan Education District (MetroED) Silicon Valley Career Technical Education (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136 |
| Reports To: | Safety Committee Chair and Facilities Manager |
| Classification: | Hourly Teacher |
| Date Approved: | 6/24/15 |
| Date Revised: | |
| Position Control: | 145024, Salary Schedule 3, Range 1, Work Days - Varied |

POSITION DESCRIPTION:

Under Supervision of designated administrator, develops and facilitates effective instruction; evaluates progress; maintains proper classroom control and creates a supportive learning environment; provides CPR/First Aid emergency response and disaster preparedness training to MetroED employees.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Must be orally and physically able to demonstrate various emergency response techniques in a classroom setting which includes lifting, bending, and kneeling
- Interactive, creative, and use hands-on scenarios and exercises
- Basic computer/typing skills and demonstrated ability to utilize MS Office programs
- Ability to communicate course material in a clear and understandable manner
- Develops and presents lessons that demonstrate planning and preparation that are consistent with the approved course of study
- Develops and presents lessons with performance objectives/competencies that are understood by the students and are supportive of agency goals
- Evaluates student progress based primarily on achievement objectives/competencies
- Uses a variety of instructional techniques and materials which are appropriate to the course
- Maintains current and accurate records of student's attendance and progress
- Demonstrates and promotes punctuality
- Keeps up to date in subject area and continually works for the improvement of instructional techniques
- Adheres to approved course of study for current First Aid/CPR instruction
- Maintains the proper use of equipment and facilities with the student's safety in mind.
- Treats students with courtesy and respect
- Demonstrates willingness to offer and receive suggestions
- Cooperates in the use and care of all equipment and materials
- Maintains current knowledge of available instructional materials
- Promotes community responsibility among students
- Maintains proper control and preserves a suitable learning environment.
- Makes periodic evaluation of the subject(s) taught

Employment Standards:

Knowledge of:

- CPR and First Aid Instructor guidelines

Ability to:

- Write clear instructional objectives to insure students know how and are able to perform CPR and First Aid treatment

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MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- Prior experience as a First Aid and CPR instructor

Education and Credentials:

- First Aid and CPR Instructor Certification required
- High School Diploma
- Possess or be eligible for a CA Career Technical Education (CTE) Credential, in the subject area: Health Science and Medical Technology

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature