

Job Title: First Aid, CPR, & AED Instructor
Department: Human Resources Department
Reports To: HR Risk Management & Training Coordinator
FLSA Status: Non Exempt
Salary Schedule: SA/01/02



SUMMARY

The First Aid, CPR, & AED Instructor conducts CPR, AED, and First Aid training programs for WCSD employees, coaches, and volunteers. The Instructor provides instruction that explains how to prevent, prepare for, and respond to emergencies. The work schedule is on-call/part time, 1 to 2 sessions per month occurring at approximately 4PM on weekdays, with occasional Saturday sessions.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Conducts American Heart Association CPR, AED and First Aid training programs at workplace and community locations.

Provides instruction to students that explain how to prevent, prepare for, and respond to emergencies.

Establishes and maintains cooperative and effective working relationships including interpersonal skills (tact, patients, courtesy, etc.).

Responsible for equipment maintenance, set-up, and cleaning.

Complies with acceptable First Aid and/or CPR curriculum to issue American Heart Association certification to students.

Responsible for testing students, maintaining records, and classroom preparation and management.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements*

listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Must have their own reliable transportation.

Ability to work collaboratively with the Human Resource Department and Athletic Directors at Secondary School locations.

Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district. Must have good presentation and verbal communication skills.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Experience and education necessary to meet the American Heart Association First Aid Instructor Certification, with experience teaching First Aid and CPR courses.

EMT or nursing experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a First Aid, CPR, and AED Instructor Certification, qualifying the incumbent as a certified American Heart Association Instructor. Additional information about instructor training and qualifications is available at: <https://cpr.heart.org/en/resources/aha-instructors/become-an-instructor>

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, and use fingers and hands to handle. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Human Resources Department			Date: 07/10/2014
Approved By: Executive Director, Human Resources			Date: 07/10/2014
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 07/01/2021
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	