



Job Description

POSITION TITLE: CPR/AED Instructor (Temporary) #4019

SALARY PLACEMENT: Short Term Hourly Salary Schedule
Range 5, Step A - \$50.00/per hour

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a high school diploma or equivalent of the completion of the twelfth grade. Possess a current basic-level American Red Cross Adult CPR/AED (or higher-level) certification or equivalent.

DESIRABLE EXPERIENCE:

Experience working in an educational setting.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to carry out oral and written directions; communicate effectively. Establish and maintain cooperative working relationships. Be flexible and receptive to change. Ability to connect and work with students of all ages and diverse backgrounds. Ability to read, understand, and explain materials related to the subject matter. Ability to adapt teaching methodologies based on student needs. Proof of valid California driver's license and be eligible to drive under SJCOE driving requirements. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of management personnel, provide individual and group instruction in CPR/AED courses with students in an educational setting. Perform related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Provide demonstration materials for students to utilize during CPR/AED training events.
2. Collaborate with personnel to schedule and perform CPR/AED training services at scheduled events.
3. Assist with record-keeping documentation.
4. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school setting.