VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: INSTRUCTIONAL LAB TECHNICIAN II-PARAMEDIC

BASIC FUNCTION:

Under the supervision of the Dean of Health Sciences and the daily direction of the Director of the School of Prehospital and Emergency Medicine, assist in the preparation, presentation and reinforcement of instructional materials, score return demonstrations and assist students in the development of knowledge and skills associated with Advanced and Basic Life Support (ALS and BLS); tutor and remediate Paramedic and EMT students, maintain medical and office supplies and equipment, prepare and maintain the skills laboratory for student training; perform related clerical duties associated with required training documentation; assist primary instructor in other duties as assigned.

REPRESENTATIVE DUTIES:

Assist students individually or in small groups reinforcing or following-up on instructions provided by the instructor; explain concepts, principles and terminologies to students. E

Maintain the Learning and Skills Laboratory, assuring that equipment is clean, organized and in operating order, and perform basic maintenance as necessary. E

Maintain safety standards in the Learning and Skills Laboratory. E

Maintain inventory of all laboratory supplies and equipment. E

Tutor and remediate students in the Health Sciences Learning and Skills Laboratory. E

Develop and implement remedial instruction for students in collaboration with faculty. E

Evaluate, track, document and report student progress in a remediation plan. E

Advise and instruct students in the proper operation of instructional equipment such as audio-visual equipment and computer programs. E

Assist in the administration and scoring of tests and class assignments. E

Assist in the preparation of instructional materials and perform a variety of general clerical duties such as typing, filing, maintaining attendance and student information and progress on appropriate forms and record and duplicating instructional materials. E

Assist in the administration and scoring of tests and class assignments. E

Assist students, faculty, staff, and members of the community and develop relationships that will foster the learning process.

Revised August 2007
Established November 2003
Operate office equipment such as computer terminal, word processor, copier and related instructional equipment including audio-visual and medical. E

Prepare and duplicate instructional materials. E

Maintain necessary attendance, scholastic, and other related records and submit in accordance with deadlines. E

Meet regularly with faculty for purposes of planning student activities in the lab. E

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct English usage, grammar, spelling, punctuation, and vocabulary, both written and oral form
Knowledge of basic life support and pre-hospital medical concepts and procedures
State of California EMT and Paramedic Scope of Practice
Medical and office supplies, equipment and terminology
College level math skills
Instructional methods and techniques
Computer applications, such as use of word processing, spread sheets, data base, PowerPoint and internet exploration
Record-keeping techniques
Technical aspects of field of specialty
Operation of assigned office and instructional equipment

**ABILITY TO:**

Perform and teach students in the application of basic and advanced principles of pre-hospital medicine
Perform and teach students in the proper operation and use of assigned instructional equipment
Apply critical thinking skills to clinical situations
Speak clearly and distinctly and communicate effectively
Understand and follow oral and written directions
Perform clerical duties such as filing, duplications, typing and maintaining records
Operate office equipment such as computer terminal, word processor, copier and related instructional equipment including audio-visual and medical.
Plan and organize work
Make mathematical calculations quickly and accurately
Learn quickly to apply specific rules, policies and procedures of the paramedic studies program

**EDUCATION AND EXPERIENCE:**

Formal training in field and one year Advanced Life Support (ALS) experience
LICENSES AND OTHER REQUIREMENT:

Currently licensed in the state of California as a Paramedic, Registered Nurse and/or a medical doctor

WORKING CONDITIONS:

ENVIRONMENT:

Instructional skills lab environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office equipment
Reaching to retrieve and file records
Hearing and speaking to communicate with students and staff
Seeing to read and review assignments and to observe student behavior
Sitting for extended period of time
Lifting equipment weighing up to 25 pounds