

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Emergency Medical Technician

Unit: Office Technical

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Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist and support the instructional program; perform complex technical work in instructional laboratories related to a specific skilled industrial, construction, or service trade; perform technical and clerical work in support of the instructional program and prepare instructional materials as assigned.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the specific field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of an instructional laboratory environment; setup, operate, and maintain laboratory, classrooms and lab equipment.
2. Assist students in the acquisition of EMT scope of practice skill competencies and County of San Diego Emergency Medical Services protocols and treatment guidelines. Reinforce skills instruction as directed by the primary instructor and EMT Program Director. Provide relevant information to primary instructor(s) regarding student progress in prehospital skill competencies.
3. Assist faculty, students, and staff in the proper use and operation of materials and equipment. Assist students in the proper selection, operation, cleaning and care of instructional materials and equipment. Explain concepts, principles, and terminologies to students; and provide information to students, instructors, and others. Operate and demonstrate a variety of equipment and supplies related to the provision of prehospital emergency care.
4. Order, receive, catalog, and store supplies, equipment, materials, and related components; maintain appropriate records and local inventory control for equipment and materials. Provide technical assistance in the preparation of specifications for equipment and material purchases; recommend selection of equipment as requested. Schedule repairs of all lab equipment according to approved procedures.
5. Make minor repairs on equipment; check, repair, and replace worn, loose, broken, or damaged parts. Test, adjust, and maintain equipment; make visual and operational checks of equipment to ensure it is functioning properly. Assure proper storage and handling of equipment. Troubleshoot faulty operation of equipment.
6. Prepare materials for demonstrations by instructors or for use by students. Perform clerical duties, such as preparing student rosters and EMT course completion certificates.
7. Maintain instructional areas, laboratory, storeroom and materials, and technical areas in a safe, secure, clean, and orderly condition. Ensure that students observe appropriate safety procedures.

8. Assist in preparing, administering, scoring, and recording student midterm practical examinations; provide relevant information to instructors regarding student competencies.
9. Repair and maintain instructional materials, supplies, and equipment. According to approved procedures, schedule maintenance and repairs for lab equipment.
10. Provide orientation, training and work direction to EMT trainers.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of the technical aspects of EMT scope of practice and prehospital emergency medical care.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional labs and learning centers for related to the EMT's scope of practice and standard of care.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Record keeping techniques using a variety of IT software programs.
- Safety regulations and techniques involving area of specialty.
- Technical aspects of maintaining equipment, supplies, and work-aids of the EMT.

Skills and Abilities:

- Advise students in the proper operation and use of, equipment, supplies, and manikins utilized in EMT training.
- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles of EMT prehospital care.
- Communicate effectively both orally and in writing.
- Complete precise and detailed work as related to the EMT scope of practice and standard of care.
- Demonstrate competence in prehospital care theory and skills.
- Ensure the care and security of equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain and demonstrate EMT skills to students.
- Evaluate EMT student skill competencies and communicate to primary instructor.
- Follow set standards and procedures and make decisions based on facts and test results.
- Inventory, order and receive equipment and supplies.
- Maintain records and prepare reports.
- Prepare the laboratory environment and proctor the NREMT-EMT Psychomotor Examination.
- Meet schedules and time lines.
- Perform minor maintenance and repair of equipment of the specific trade. Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment related to the EMT's scope of practice.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Current County of San Diego/State of California Emergency Medical Technician licensure and a minimum of two years full time EMT prehospital or emergency department technician work experience or equivalent part time work experience. A minimum of one year of experience in an EMT or paramedic training program instructional setting.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Involves instructional laboratory setting related to the provision of prehospital emergency care. Will include exposure to considerable physical exertion.