

# Project Facilitator, Automated External Defibrillator (AED) Program, Health Services

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available

FLSA STATUS: EXEMPT

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## Position Summary

The individual selected for this position will coordinate and provide specialized support for teachers and administrators with their site's AED program. In addition, the individual will assist in planning, developing, and providing professional learning and training in the areas of American Heart Association Cardiopulmonary Resuscitation (CPR)/AED and First Aid, daily AED concerns, and quarterly AED drills. The project facilitator will collaborate with Clark County School District divisions and departments including, but not limited to: the Human Resources Division (HRD); Student Services Division (SSD); and the Facilities Services Unit to promote consistency in addressing AED objectives, per regulation 5156. The individual selected for this position is responsible to the Director I, Health Services, AED Program, SSD, Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conducts quarterly drills; and services and analyzes data at all sites

- throughout CCSD as required by law each year.
2. Provides District-level presentations and trainings to site administrators and other AED school personnel.
  3. Facilitate and coordinate changes according to the AHA guidelines.
  4. Communicates, collects data, and provides summary reports to the Director I, Health Services, AED program.
  5. Services and maintains each of the AEDs annually and daily, as needed. This includes but is not limited to calibration, analyzing, and replacing disposable parts.
  6. Provides AED support.
  7. Works closely with Risk Management Department and school personnel after an AED event.
  8. Maintain appropriate documentation of all AED drills, events, and all AHA trainings.
  9. Perform other related duties related to the position, as required.
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## **Position Expectations**

1. Thorough knowledge of Regulation 5156 and Nevada Revised Statutes (NRS), use of AEDs in schools.
  2. Thorough knowledge of AHA CPR/AED and First Aid Training
  3. Thorough knowledge of pathophysiology in relation to administering CPR, events in field, and communication.
  4. Effective presentation and workshop facilitation skills.
  5. Effective communication (oral and written), collaboration, and interpersonal skills.
  6. Effective skills in planning, organizing, and facilitating training activities.
  7. Effective skills in preparing, organizing, and presenting professional learning activities.
  8. Willingness to maintain a flexible work schedule in order to conform to project needs (may include evenings and summers).
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## **Position Requirements**

### **Education and Training**

1. A minimum of a bachelor's degree from an accredited college or university.
2. Five (5) or more years of contracted licensed experience in nursing or

health education and/or a related subject area.

## **Licenses and Certifications**

Must possess, or be able to acquire by time of appointment to the position, a Nevada Educational License issued by the Nevada Department of Education (NDE).

## **Preferred Qualifications**

1. Successful experience in leading professional learning sessions for staff professionals and administrators.
2. Coursework and experience in the area of health or education beyond that required as part of undergraduate work at the college/university level.
3. Training in leadership, workshop facilitation, and presentation skills for adult learners.
4. Experience in the effective implementation of instructional technology in and beyond the classroom.
5. Ability to work under pressure and meet deadlines.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 02/16/22
- Created: 02/16/22