



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: APPROVED
Date: December 4, 2015
Reviewed: January 8, 2016
April 8, 2016

Job Title

First Aid Instructor

Job Summary:

An employee who, under the direction of the Director of Operations or designate, instructs staff in First Aid and CPR courses.

Job Requirements:

1. Current First Aid Instructor Certification. Minimum OFA Level 1.
2. Equipment set-up, cleaning, maintenance and inventory.
3. Testing and certifying first aid participants.
4. Classroom preparation and management.
5. Good presentation and verbal skills.
6. Possess a valid Class 5 Drivers License.
7. Works with minimal supervision, maintaining confidentiality.
8. Proven ability to operate a computer with word processing, spreadsheet, database and communication applications.
9. Performs tasks including but not limited to correspondence, financial transactions, supplies and inventory.
10. Must have understanding and knowledge of safe work practices.
11. Performs other job related duties as may be assigned.

Approved: May 13, 2016
On behalf of CUPE Local 748:

First Aid Instructor
On behalf of School District No. 8 (Kootenay Lake):

A handwritten signature in dark ink, appearing to read 'M. J. + Ham', is written over a horizontal line.

A handwritten signature in dark ink, appearing to read 'D. H. J.', is written over a horizontal line.

Job Conditions:

1. Work is indoors in clean, well-lighted and heated buildings.
2. Work can be stressful as there are time pressures and interruptions.
3. May be required to work in evenings and on weekends.
4. Travel throughout the district is required.

Approved: May 13, 2016
On behalf of CUPE Local 748:

Nifetham

First Aid Instructor
On behalf of School District No. 8 (Kootenay Lake):

B. H. L.