POSITION DESCRIPTION

TITLE: Applied Medical Sciences Professional Technician
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor/Director Cascadia Technical Academy (CTA)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The Professional Technician for the Applied Medical Sciences program is responsible to assist Applied Medical Sciences Instructor(s) in the supervision and evaluation of students at the Cascadia Technical Academy (CTA) and at clinical sites. In addition, this position will assist the instructors as requested in the instructional process.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor(s) in supervising and working with students as follows:
   • Communicate effectively with students, staff, and the general public.
   • Assist in providing group instruction to students.
   • Assist in establishing and maintaining a positive learning environment.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Maintain accurate data on student progress.
   • Assist in administering and scoring formal and informal tests.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the instructor(s).
   • Assist in organizing and preparing a variety of instructional materials.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

Vision (66-100%) Writing (Up to 33%) Speaking (66-100%)
Reaching (33-66%) Hearing (66-100%) Acceptable Attendance
Standing (33-66%) Squatting (33-66%) Sitting (33-66%)
Walking (33-66%) Bending/Stooping (33-66%) Lifting Up to 50 lbs. individually (Up to 33%)

At Risk for exposure to Bloodborne Pathogens and other potentially infectious materials.

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%) Constant Interruptions (66-100%) Verbal Communication (66-100%)
Confidentiality (66-100%) Written Communication (Up to 33%) Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Washington State RN or LPN license required.
2. One year within the last three years of long-term care experience required.
3. Recent experience in clinical setting required.
4. Demonstrated ability or willingness to learn computer skills.
5. Demonstrated ability to communicate effectively with students, staff, and the general public.
6. Demonstrated ability to work with and supervise high school students.
7. Must possess personal characteristics of flexibility, initiative, cooperativeness and confidentiality.
8. Must possess organizational skills and the ability to follow through.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Must qualify for and be willing to obtain a Type II Driver's License.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
12. Willingness to complete an "Elements of Teaching" course

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day
(Number of workdays per year and number of hours per day may change year-to-year depending upon enrollment in the program.)

PSE: ________________________________ Date: _______________

District: ________________________________ Date: _______________

Revised Date: 12/20/16
Classification: Professional Technicians (PSE)
Class: Class IV
Display on Web? Yes

Applied Medical Sciences Professional Technician