POSITION DESCRIPTION

TITLE: CCTE Nursing Program Professional Technician
LOCATION: Hela High School
REPORTS TO: High School Principal
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The Professional Technician for the Nursing program is responsible to assist Nursing Instructor(s) in the supervision and evaluation of students at Hela High School and at clinical sites. In addition, this position will assist the instructors as requested in the instructional process.

ESSENTIAL FUNCTIONS:
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.
• Assist in setting up computer-based simulations.
• Assist with BLS certification training.

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

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Writing (Up to 33%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reaching (33-66%)</td>
<td>Hearing (66-100%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>Standing (33-66%)</td>
<td>Squatting (33-66%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Walking (33-66%)</td>
<td>Bending/Stooping (33-66%)</td>
<td>Lifting Up to 50 lbs. individually (Up to 33%)</td>
</tr>
</tbody>
</table>

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

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Constant Interruptions (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality (66-100%)</td>
<td>Written Communication (Up to 33%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
</tr>
</tbody>
</table>

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:
PC, simulation technology, 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 medical setting preferred.
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. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
11. Willingness to complete an "Elements of Teaching" course.
12. Hold a current Basic Life Support (BLS) certification or willingness to obtain within 6 months of hire.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
</tr>
</tbody>
</table>

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: 06/26/2019
Classification: Professional Technicians (PSE)
Class: Class IV
Display on Web? Yes

CCTE Nursing Program Professional Technician