

# Coordinator III, Health Services – Automated External Defibrillators (AED) Program Coordinator

Job Code: 7402

Reference Code: A232

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to oversee the Clark County School District's AED Program and will oversee everyday operations in all District buildings that house AEDs at their sites. The Health Services Coordinator III/AED Program also coordinates all training through the American Heart Association Training Center at CCSD, provides ongoing field supervision and support for assigned staff to ensure that proper training and planning occurs at each AED site in CCSD, serves the community as a resource for AED emergencies, and increases awareness of how this program has a positive impact on not only the students, but also the staff for CCSD. This position reports directly to the Director III/Chief Nurse, Student Services Division (SSD).

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## Essential Duties and Responsibilities

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

1. Ensure the availability of staff during drills, trainings, and everyday operations.
2. Provide for staff communication and collaboration and resolve conflicts with staff, parents/guardians, or students.

3. Provide direction and management of the AED program. This would include drills, AED plans, and maintenance (when needed).
  4. Coordinate coverage to ensure the safety and compliance of the AED program/Regulation 5156.
  5. Serve as a liaison between all departments and the needs of every AED site.
  6. Supervision of 150 American Heart Association (AHA) Basic Life Support Instructors.
  7. Provide ongoing development, revision, and implementation of AHA content.
  8. Attend District, staff, and department meetings.
  9. Communicate with service representatives, AHA, and medical direction.
  10. Participate in the development of AED plans and revisions.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of American Heart Association; AHA Training Center Coordinator.
  2. Knowledge of Nevada State Board of Education.
  3. Knowledge of CCSD Regulations, Health Services Procedures, and Enterprise Learning Management System (ELMS).
  4. Knowledge of Health Insurance Portability and Accountability Act (HIPPA), Family Educational and Privacy Act (FERPA).
  5. Knowledge of Cardiac Science, AED program management, Lifepak/Stryker, Code Stat 10, Delta Defibrillator Analyzers, Project ADAM.
  6. Knowledge of Nevada Revised Statutes (NRS).
  7. The ability to communicate both written and verbally.
  8. The ability to develop, implement, and interpret diagnostic procedures.
  9. The ability to work cooperatively with students, staff, administration, parents/guardians and partners of the community.
  10. Awareness of community needs, problems and organizations, and the relationship of these to the educational program.
  11. The ability to provide in-service training to personnel on an as needed basis in the area of AED emergencies in the school setting.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

## **Licenses and Certifications**

Hold or be able to acquire, by time of appointment to the position, a Nevada school and/or program administrative endorsement, as appropriate.

## **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Specialized training and teaching experience from the AHA as a Training Center Faculty (five (5) years) or as a Training Center Coordinator.
3. Successful performance in the position held at time of application.

## **Preferred Qualifications**

None specified.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 11/10/22
- Created: 11/10/22