

# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

---

<b>TITLE:</b>	EMT	<b>STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal or Designee	<b>TERMS:</b>	180 Days
<b>DEPARTMENT:</b>	Assigned Campus	<b>PAY GRADE:</b>	CL5

### PRIMARY FUNCTION

To provide emergency medical care and first aid response to students, staff, and visitors at district campuses and events. The EMT supports the safety, health, and wellness of the school community through timely intervention, monitoring, and coordination with health services, athletic trainers, and local emergency providers.

### QUALIFICATIONS

Education/Certification:

High school diploma or GED required

Current Texas Department of State Health Services (DSHS) Emergency Medical Technician certification (Basic, Advanced, or Paramedic level accepted)

Current CPR and First Aid certification required

#### **Special Knowledge/Skills:**

Knowledge of emergency medical procedures, triage, and patient stabilization.

Ability to remain calm and respond quickly and effectively in emergency situations.

Strong communication and interpersonal skills to interact with students, staff, parents, and first responders.

Ability to maintain accurate health records and confidentiality in compliance with HIPAA/FERPA.

#### **Experience:**

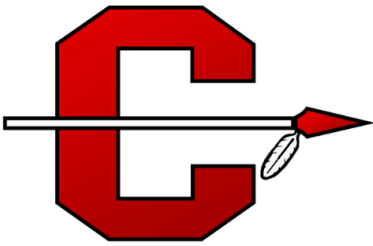
At least one year of EMT experience preferred (school, athletic, or public safety setting desirable).

### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

### ESSENTIAL JOB FUNCTIONS

1. Respond promptly to medical emergencies on district property and at district-sponsored events.
2. Provide initial assessment, triage, and treatment in accordance with EMT certification level and state guidelines.
3. Activate and coordinate with local emergency medical services (EMS) when advanced care or transport is required.
4. Collaborate with school nurses, athletic trainers, and administrators in developing emergency response protocols.
5. Assist with injury prevention, hydration, and monitoring during athletic practices and events.



# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

---

6. Support district safety drills and provide first aid coverage during large gatherings (graduations, athletic competitions, fine arts events).
7. Maintain detailed records of incidents, treatments, and referrals in accordance with district procedures and state regulations.
8. Ensure equipment, medical kits, and AEDs are stocked and functional.
9. Participate in professional development and maintain all required certifications.
10. Provide health education to students and staff when appropriate.
11. Assist with wellness initiatives as assigned.
12. Perform other duties as determined by the supervisor.
13. Maintain confidentiality.
14. Reliable attendance and punctuality.
15. Follow district safety protocols and emergency procedures.
16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies.
18. Attend and participate in faculty meetings and serve on staff committees as required.
19. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
20. Perform other duties as assigned by supervisor and the Superintendent of Schools.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

**Lifting:** Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non ambulatory students

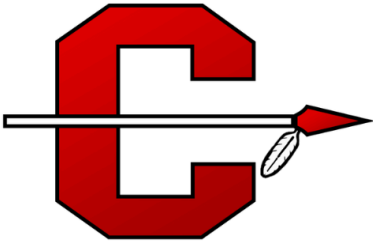
**Environment:** Exposure to biological hazards, bacteria, and communicable diseases

**Mental Demands:** Maintain emotional control under stress.

---

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

**Special Funding:** If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.



# **CLEVELAND**

## **INDEPENDENT SCHOOL DISTRICT**

### *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | [WWW.CLEVELANDISD.ORG](http://WWW.CLEVELANDISD.ORG) | 281.592.8717

---

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

---

Employee Signature

---

Date