

# Employment Opportunity

## CUYAHOGA VALLEY CAREER CENTER

8001 Brecksville Road, Brecksville, OH 44141

[www.cvccworks.edu](http://www.cvccworks.edu)

**Date Posted: August 28, 2020**

**POSITION:** Part-Time CPR Instructor  
**REPORTS TO:** Adult Education Director and Lead CPR Instructor  
**STARTING DATE:** ASAP  
**SALARY:** Appropriate placement on the Part-time Adult Instructor Salary Scale  
**WORK SCHEDULE:** Part-time, up to 27 ½ hours per week; flexible hours including weekends and evening assignments

**SUMMARY:** At the direction of the Adult Education Director and Lead CPR Instructor, the Part-Time CPR Instructor is expected to know how to function as a leader and participant in all components of a BLS Provider course. This is including but not limited to: following protocol as outlined in AHA Program Administrative Manual, setting up and using educational presentation tools; instruction and skills evaluation stations, practice stations, remediation stations, and written examinations; the educational philosophy of the BLS Program; and relevant policies and procedures for conducting AHA courses (BLS and Heartsaver AED).

**MINIMUM REQUIREMENTS:**

- High School Diploma or Equivalent
- Current American Heart Association BLS Instructor Card
- Willingness to adhere to CVCC departmental and AHA policies
- Able to be available to teach 2-4 Classes per Month
- Able to adapt to different teaching situations
- Excellent communication and customer service skills
- Computer and organizational skills.

**DUTIES:**

- Function within the Cuyahoga Valley Career Center Mission Statement, and the philosophy and objectives of the American Heart Association
- Have an understanding of the AHA Emergency Cardiovascular Care Programs
- Maintain student records in accordance with established policy.
- Coordinate with High School instructors to schedule students through summer months.
- Be responsible for the security and distribution of course completion cards.
- Be responsible for the security and distribution of exams
- Demonstrate professional behaviors in all aspects of job responsibilities.
- Be available for flexible hours meeting needs of the program.

**APPLICATION:** Complete online application and include/upload resume and copies of any certifications on the CVCC website at: <http://www.cvccworks.edu/EmploymentInformation.aspx>

*Cuyahoga Valley Career Center is an Equal Opportunity Employer*