

<b>California Fire &amp; Rescue Training Authority</b>		
<b>MANUAL OF OPERATIONS</b>		
<b>JOB DESCRIPTIONS</b>		
Section Title	<b>Assistant Instructor</b>	
Section Number	<b>202.01</b>	Effective Date <b>8/11/99</b>
		Revision Date

**ASSISTANT INSTRUCTOR:**

Under the direction of the Primary Instructor, acts as the chief instructor, teaches up to fifty percent (50%) of a class and is fully qualified to instruct.

**ESSENTIAL JOB FUNCTIONS:**

Completes all record keeping, grading and/or certification of students as required.

Assures all objectives of the course curriculum are met for subjects taught.

Teaches less than fifty percent (50%) of the total hours of the class, including classes taught as "back to back classes."

Supervises, as assigned, adjunct instructors and utility workers.

Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements within area of responsibility.

Schedules classes, collects appropriate fees, and orders materials for instruction as directed.

**ADDITIONAL JOB FUNCTIONS:**

Prepares lecture materials, demonstrations, exercises, and evaluations for class.

Administers and provides security for grades. Records certification and performance examinations.

Monitors other instructors and assistants to assure course objectives are met.

Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.

Assures instructors and students meet pre-requisites for participating in the class.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:**

Four (4) years of related occupational experience which meet the requisites of the class.

Certificate and/or license required to perform the instruction/work.

**ABILITY TO:**

Review and evaluate classes taught to meet student needs and interests.

Lecture in front of large groups of students.

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Explain the subject material in a clear, logical and concise fashion.

Interact effectively with students, peers and JPA administration and staff.

Work independently to solve problems.

Maintain integrity, honesty, reliability and cooperation.

Adhere to all policies of the JPA.

**AGE:**

Must be at least 21 years of age.

**KNOWLEDGE OF:**

Fire/Rescue/EMS technology practices and processes.

Teaching practices, methods and techniques.

Current trends in the subject matter including theory and research.

**PHYSICAL REQUIREMENTS:**

Maintain physical ability and stamina to meet the essential job functions and perform the following, with or without reasonable accommodation:

Stand, sit, walk and turn to deliver lectures, other instruction, or instruction materials, deliver lectures.

Work in the confines of a classroom and or laboratory environment.

Reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.).

Move and operate equipment and prepare laboratory materials.

Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.

Utilize hearing to respond to student questions, normal conversation, telephone calls.

Utilize vision, near and far, to read written materials, computer screens and to operate equipment.

Shall not pose a direct threat to self, other individuals in the workplace, or the public.