

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Assistant Instructor  
POLICY NUMBER: 2345

Issue Date: 9/22/1999  
Revised:

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### 2345.1 General Job Description

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.

### 2345.2 ESSENTIAL JOB FUNCTIONS:

- (a) Completes all record keeping, grading and/or certification of students as required.
- (b) Assures all objectives of the course curriculum are met for subjects taught.
- (c) Teaches less than fifty percent (50%) of the total hours of the class, including classes taught as "back to back classes."
- (d) Supervises, as assigned, adjunct instructors and utility workers.
- (e) Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements within area of responsibility.
- (f) Schedules classes, collects appropriate fees, and orders materials for instruction as directed.

### 2345.3 ADDITIONAL JOB FUNCTIONS:

- (a) Prepares lecture materials, demonstrations, exercises, and evaluations for class.
- (b) Administers and provides security for grades. Records certification and performance examinations.
- (c) Monitors other instructors and assistants to assure course objectives are met.
- (d) Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.
- (e) Assures instructors and students meet pre-requisites for participating in the class.

### 2345.4 MINIMUM QUALIFICATIONS:

#### 2345.4.1 EDUCATION:

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

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

### 2345.4.2 ABILITY TO:

- (a) Review and evaluate classes taught to meet student needs and interests.
- (b) Lecture in front of large groups of students.
- (c) Explain the subject material in a clear, logical and concise fashion.
- (d) Interact effectively with students, peers and JPA administration and staff.
- (e) Work independently to solve problems.
- (f) Maintain integrity, honesty, reliability and cooperation.
- (g) Adhere to all policies of the JPA.

### 2345.4.3 AGE:

Must be at least 21 years of age.

### 2345.4.4 KNOWLEDGE OF:

Fire/Rescue/EMS technology practices and processes.

Teaching practices, methods and techniques.

Current trends in the subject matter including theory and research.

### 2345.4.5 PHYSICAL REQUIREMENTS:

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

- (a) Stand, sit, walk and turn to deliver lectures, other instruction, or instruction materials, deliver lectures.
- (b) Work in the confines of a classroom and or laboratory environment.

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- (c) Reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.).
- (d) Move and operate equipment and prepare laboratory materials.
- (e) Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- (f) Utilize hearing to respond to student questions, normal conversation, telephone calls.
- (g) Utilize vision, near and far, to read written materials, computer screens and to operate equipment.
- (h) Shall not pose a direct threat to self, other individuals in the workplace, or the public.