

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Adjunct Instructor
POLICY NUMBER: 2346

Issue Date: 9/22/1999
Revised:

2346.1 General Job Description

Under the direction of the Primary Instructor and/or Assistant Instructor teaches a maximum of twenty percent (20%) of class. Has specific or special knowledge or skills.

2346.2 ESSENTIAL JOB FUNCTIONS:

- (a) Completes all record keeping, grading and/or certification of students as required.
- (b) Teaches objectives of the course curriculum per assigned subject matter.
- (c) Teaches less than twenty percent (20%) of the total hours of the class, including classes taught as "back to back."
- (d) Assists instructors with site preparations and set up of teaching demonstrations and lab classes.
- (e) Interacts with other instructors to provide a high quality uniform class.
- (f) Collects appropriate fees, and orders materials for instruction for classes as directed.

2346.3 ADDITIONAL JOB FUNCTIONS:

- (a) Prepares lecture materials, demonstrations, exercises, and evaluations for assigned class.
- (b) Administers and provides security for grades. Records certification and performance examinations.
- (c) Works for and accepts direction and guidance from Primary and Assistant Instructors.
- (d) Acts to prevent and/or control unacceptable student behavior in classrooms and laboratories.

2346.4 MINIMUM QUALIFICATIONS:

2346.4.1 EDUCATION:

Two (2) years of related occupational experience which meet the requisites of the class.

Certificate and/or license as required to perform the instruction/work as allowed by the certifying authority in the subject matter as a "student teacher."

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2346.4.2 ABILITY TO:

- (a) Review and evaluate teaching materials and subject to meet student needs and interests.
- (b) Lecture and demonstrate 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.

2346.4.3 AGE:

Must be at least 21 years of age.

2346.4.4 KNOWLEDGE OF:

Fire/Rescue/EMS practices and processes technology and/or specific areas of knowledge of skills to be taught.

Teaching practices, methods and techniques necessary to present assigned materials.

Current trends in the subject matter including theory and research.

2346.4.5 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.
- (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.

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- (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.