

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Academy Director  
POLICY NUMBER: 2340

Issue Date: 2/6/2009  
Revised:

---

### 2340.1 ACADEMY DIRECTOR

Under the general direction of the Executive Director, the Academy Director is responsible for the overall development, approval, and delivery of the CRFA curriculum for both the Fire Academy and EMT Classes.

### 2340.2 ESSENTIAL JOB FUNCTIONS:

- (a) Responsible for the recruitment and training of Academy staff members
- (b) Assigning staff positions, including Drill Masters, Drill Instructors, Drill Assistants and the Physical Training Staff
- (c) Reviewing Responsibilities and educating the staff on Drill Instructor roles and expectations
- (d) Ensuring all staff members receive adequate academy orientation and training prior to the beginning of each academy class
- (e) Reviewing the Academy Staff Manual and the Recruit Manual with the academy staff, ensuring a thorough understanding of Staff expectations and Recruit standards and behavioral expectations
- (f) Monitoring all staff activities including adjunct instructors to ensure appropriate and effective delivery of curriculum and compliance to academy rules and local and state laws regarding inappropriate conduct, including, but not limited to, discrimination, harassment, and violence in the work place
- (g) Promoting a positive working environment
- (h) Conducting periodic staff/instructor performance reviews
- (i) Scheduling and conducting training exercises for Drill Instructors ensuring consistent delivery of curriculum
- (j) Scheduling and conducting staff meetings as needed to provide support for academy staff and to review issues relevant to Recruits, including but not limited to performance and discipline
- (k) Delivering formal discipline to recruits up to and including release based on the recommendation of the Drill Masters
- (l) Communicating with designated contacts of participating agencies of scheduling, Recruit performance, or other relevant issues
- (m) Liaison with California Fire and Rescue Training Authority and American River College

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Academy Director  
POLICY NUMBER: 2340

Issue Date: 2/6/2009  
Revised:

---

- (n) Submit a written summary of Academy operations (both curriculum and financial) at the conclusion of the Academy
- (o) Working with other divisions and agencies to effectively and cooperatively share resources for the benefit of all agencies
- (p) Conducting periodic budget reviews with Finance to promote fiscal accountability
- (q) Submit a written summary of Academy operations (both curriculum and financial) at the conclusion of the Academy

### 2340.3 ADDITIONAL JOB FUNCTIONS:

- (a) Prepares materials, demonstrations, exercises, and evaluations for assigned class
- (b) Administers and provides security for grades. Records certification and performance examinations
- (c) Acts to prevent and/or control unacceptable student behavior in classrooms and laboratories

### 2340.4 MINIMUM QUALIFICATIONS:

#### 2340.4.1 EDUCATION

Associate degree and eight (8) years of related occupational experience which meet the requisites of the class

CSFM Instructor Orientation

CSFM Classroom Ethics

CSFM Instructor 1A and 1B

CSFM S-404 Safety Officer

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

#### 2340.4.2 ABILITY TO:

Lecture in front of large groups of students

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Academy Director  
POLICY NUMBER: 2340

Issue Date: 2/6/2009  
Revised:

---

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

### 2340.4.3 AGE:

Must be at least 21 years of age

### 2340.4.4 KNOWLEDGE OF:

Fire/Rescue/EMS Technology practices and processes

Teaching practices, methods and techniques

Current trends in the subject matter including theory and research

### 2340.4.5 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 Drill Ground 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

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Academy Director  
POLICY NUMBER: 2340

Issue Date: 2/6/2009  
Revised:

---

- (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 work place or the public