

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** EMS Programs Specialist  
**POLICY NUMBER:** 2355

**Issue Date:** 9/29/2014  
**Revised:**

---

**2355.1** Under the direction of the Fire & EMS Programs Administrator and the EMS Program Director, the EMS Program Specialist supports EMS Programs through assigned tasks, qualified projects, and program development and implementation.

**2355.2** Essential Job Functions:

**2355.2.1** Works for and accepts direction and guidance from EMS Primary Instructors, EMS Program Director and the EMS Clinical Coordinator.

**2355.2.2** Manage qualified projects to meet desired outcomes and timelines.

**2355.2.3** Create and develop coursework and programs to support the continued growth of the Authority.

**2355.2.4** Interacts with all Authority staff to ensure program efficiency and timeliness.

**2355.3** Additional Job Functions:

**2355.3.1** Prepares lecture materials, demonstrations, exercises and evaluations for assigned programs.

**2355.3.2** Administers and provides security for grades. Records certification and performance examinations.

**2355.3.3** Reviews and evaluates Student performance.

**2355.3.4** Acts to prevent and/or control unacceptable student behavior in classrooms and laboratories.

**2355.4** Minimum Qualifications:

EMS Program Specialist shall be approved by the EMS Programs Director in coordination with the Fire & EMS Program Administrator.

**2355.4.1** Education & Experience:

**2355.4.1.1** Possess a high school diploma or equivalent GED certificate.

**2355.4.1.3** Current certification as an EMT, with a minimum of one (1) year of experience.

**2355.4.2** Ability To:

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** EMS Programs Specialist **Issue Date:** 9/29/2014  
**POLICY NUMBER:** 2355 **Revised:**

---

- 2355.4.2.1** Review and evaluate teaching materials and subjects to meet student needs and interests.
- 2355.4.2.2** Lecture and demonstrate in front of large groups of students
- 2355.4.2.3** Explain the subject material in clear, logical and concise fashion
- 2355.4.2.4** Interact effectively with students, peers and Authority administration and staff
- 2355.4.2.5** Work independently to solve problems
- 2355.4.2.6** Maintain integrity, honesty, reliability and cooperation
- 2355.4.2.7** Adhere to all policies of the Authority
- 2355.4.3** Age:  
Must be at least 18 years of age.
- 2355.4.4** Knowledge Of:
  - 2355.4.4.1** Fire/Rescue/EMS practices and processes technology and/or specific areas of knowledge of skills to be taught.
  - 2355.4.4.2** Teaching practices, methods and techniques necessary to present assigned materials.
  - 2355.4.4.3** Current trends in the subject matter including theory and research.
- 2355.4.4** Physical Requirements:
  - 2355.4.4.1** Maintain physical ability and stamina to meet the essential job functions, which include as a minimum:
  - 2355.4.4.2** Stand, sit, walk and turn to deliver lectures, other instruction, or instruction materials.
  - 2355.4.4.3** Work in the confines of a classroom and or laboratory environment
  - 2355.4.4.4** Reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs)

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** EMS Programs Specialist  
**POLICY NUMBER:** 2355

**Issue Date:** 9/29/2014  
**Revised:**

---

- 2355.4.4.5 Move and operate equipment and prepare laboratory materials.
- 2355.4.4.6 Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- 2355.4.4.7 Utilize hearing to respond to student questions, normal conversation, telephone calls.
- 2355.4.4.8 Utilize vision, near and far, to read written materials, computer screens and to operate equipment.
- 2355.4.4.9 Shall not pose a direct threat to self, other individuals in the workplace or the public.