

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: US&R Lead Instructor
POLICY NUMBER: 2358

Issue Date: 04/18/2019
Revised:

2358.1 US&R Lead Instructor

Under the direction of the CFRTA US&R Training Coordinator, the US&R Lead Instructor acts as the chief instructor and administrator for US&R courses and programs delivered by the CFRTA.

2358.2 ESSENTIAL JOB FUNCTIONS:

- 2358.2.1 Teaches and performs course administration as required by US&R instructional guidelines.
- 2358.2.2 Reviews and evaluates courses to meet student needs and interests.
- 2358.2.3 Works as administrator for all record keeping, grading and/or certification of students.
- 2358.2.4 Assures all objectives of the course curriculum are met.
- 2358.2.5 Supervises other instructors and assistants.
- 2358.2.6 Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements.
- 2358.2.7 Assists CFRTA staff in the ordering of course materials.

2358.3 ADDITIONAL JOB FUNCTIONS:

- 2358.2.1 Prepares lecture materials, demonstrations, exercises, and evaluations for course.
- 2358.3.2 Administers and provides security for grades. Records certification and performance examinations.
- 2358.3.3 Monitors other instructors and assistants to assure course objectives are met.
- 2358.3.4 Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.
- 2358.3.5 Selects instructors and assistants to help with the delivery of course.
- 2358.3.6 Assures instructors and students meet pre-requisites for participating in the course.

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: US&R Lead Instructor **Issue Date:** 04/18/2019
POLICY NUMBER: 2358 **Revised:**

2358.3.7 Evaluates US&R Adjunct Instructors

2358.4 MINIMUM QUALIFICATIONS

2358.4.1 Approved National or Regional US&R Lead Instructor.

2358.4.2 EDUCATION:

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

ABILITY TO:

2358.4.2.1 Lecture in front of large groups of students.

2358.4.2.2 Explain the subject material in a clear, logical and concise fashion.

2358.4.2.3 Interact effectively with students, peers and CFRTA administration and staff.

2358.4.2.4 Work independently to solve problems.

2358.4.2.5 Maintain integrity, honesty, reliability and professionalism.

2358.4.2.6 Maintain training site and scene safety.

2358.4.2.7 Maintain the safety and welfare of the course participants.

2358.4.2.8 Adhere to all policies of the CFRTA.

2358.4.3 KNOWLEDGE OF:

2358.4.3.1 US&R instructional guidelines.

2358.4.3.2 National & Regional US&R Response System.

2358.4.3.3 National & Regional US&R Search Protocols.

2358.4.3.4 National and Regional US&R Code of Conduct

2358.4.3.5 Teaching practices, methods and techniques.

2358.4.3.6 Current trends in subject matter.

2358.4.4 PHYSICAL REQUIREMENTS:

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: US&R Lead Instructor
POLICY NUMBER: 2358

Issue Date: 04/18/2019
Revised:

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

- 2358.4.4.1 Stand, sit, walk and turn to deliver lectures, other instruction or instructions materials.
- 2358.4.4.2 Work in the confines of a classroom and or laboratory environment.
- 2358.4.4.3 Navigate debris and rubble piles in a safe manner.
- 2358.4.4.4 Move and operate equipment and set up props.
- 2358.4.4.5 Reach to lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.)
- 2358.4.4.6 Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- 2358.4.4.7 Utilize hearing to respond to student questions, normal conversation, telephone calls.
- 2358.4.4.8 Utilize vision, near and far, to read written materials, computer screens and to operate equipment.
- 2358.4.4.9 Shall not pose a direct threat to self, other individuals in the workplace, or the public.