

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** US&R Adjunct Instructor      **Issue Date:** 04/18/2019  
**POLICY NUMBER:** 2359      **Revised:**

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### **2359.1** US&R Adjunct Instructor

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

### **2359.2** ESSENTIAL JOB FUNCTIONS:

- 2359.2.1 Teaches and performs administration as required by National and Regional guidelines.
- 2359.2.2 Completes all record keeping, grading and/or certification of students.
- 2359.2.3 Assures all objectives of the course curriculum are met for subjects taught.
- 2359.2.4 Supervises, as assigned, other instructors and logistics assistants.
- 2359.2.5 Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements.
- 2359.2.6 Assists CFRTA staff in the ordering of course materials.

### **2359.3** ADDITIONAL JOB FUNCTIONS:

- 2359.3.1 Prepares lecture materials, demonstrations, exercises, and evaluations for course.
- 2359.3.2 Administers and provides security for grades. Records certification and performance examinations.
- 2359.3.3 Monitors other instructors and assistants to assure course objectives are met.
- 2359.3.4 Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.
- 2359.3.5 Assures instructors and students meet pre-requisites for participating in the course.

### **2359.4** MINIMUM QUALIFICATIONS

- 2359.4.1** Certified National & Regional US&R Adjunct Instructor.

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### 2359.4.2 EDUCATION:

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

#### ABILITY TO:

- 2359.4.2.1 Review and evaluate courses taught to meet student needs and interest.
- 2359.4.2.2 Lecture in front of large groups of students.
- 2359.4.2.3 Explain the subject material in a clear, logical and concise fashion.
- 2359.4.2.4 Interact effectively with students, peers and CFRTA administration and staff.
- 2359.4.2.5 Work independently to solve problems.
- 2359.4.2.6 Maintain integrity, honesty, reliability and professionalism.
- 2359.4.2.7 Maintain training site and scene safety.
- 2359.4.2.8 Maintain the safety and welfare of the course participants.
- 2359.4.2.9 Adhere to all policies of the CFRTA.

### 2359.4.3 KNOWLEDGE OF:

- 2359.4.3.1 National and Regional instructional guidelines.
- 2359.4.3.2 National US&R and Regional Response System.
- 2359.4.3.3 National and Regional US&R Search Protocols.
- 2359.4.3.4 National and Regional US&R Code of Conduct
- 2359.4.3.5 Teaching practices, methods and techniques.
- 2359.4.3.6 Current trends in subject matter.

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### 2359.4.4 PHYSICAL REQUIREMENTS:

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

- 2359.4.4.1 Stand, sit, walk and turn to deliver lectures, other instruction or instructions materials.
- 2359.4.4.2 Work in the confines of a classroom and or laboratory environment.
- 2359.4.4.3 Navigate debris and rubble piles in a safe manner.
- 2359.4.4.4 Move and operate equipment and set up props.
- 2359.4.4.5 Reach to lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.)
- 2359.4.4.6 Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- 2359.4.4.7 Utilize hearing to respond to student questions, normal conversation, telephone calls.
- 2359.4.4.8 Utilize vision, near and far, to read written materials, computer screens and to operate equipment.
- 2359.4.4.9 Shall not pose a direct threat to self, other individuals in the workplace, or the public.