

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Adjunct Instructor
POLICY NUMBER: 2352

Issue Date: 9/22/1999
Revised: 1/16/2020

2352.1 General Job Description

Under the direction of the Primary Instructor and/or Assistant Instructor, the Adjunct Instructor teaches a maximum of twenty percent (20%) of the class. The Adjunct Instructor must have specific or special knowledge or skills pertaining to the assigned course or program delivered by the California Fire and Rescue Training Authority ("Authority").

2352.2 Essential Job Functions:

- 2352.2.1 Completes all record keeping, grading and/or certification of students, as required.
- 2352.2.2 Teaches objectives of the course curriculum as required for the assigned subject matter.
- 2352.2.3 Teaches less than twenty percent (20%) of the total hours of the class, including classes taught "back to back."
- 2352.2.4 Assists Primary and Assistant instructors with classroom preparations and set up of teaching demonstrations and lab stations, as required.
- 2352.2.5 Interacts with other instructors to provide high-quality classroom instruction.
- 2352.2.6 Collects appropriate fees and orders materials for instruction for classes, as directed.

2352.3 Additional Job Functions:

- 2352.3.1 Prepares lecture materials, demonstrations, exercises, assignments, and evaluations for assigned class.
- 2352.3.2 Administers and provides confidentiality for grades. Records certification and performance examinations.
- 2352.3.3 Works for and accepts direction and guidance from the Primary and Assistant Instructor(s).
- 2352.3.4 Acts to prevent and/or control unacceptable student behavior in classrooms and laboratories.

2352.4 Minimum Qualifications:

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	Adjunct Instructor	Issue Date:	9/22/1999
POLICY NUMBER:	2352	Revised:	1/16/2020

- 2352.4.1** Education:
- 2352.4.1.1** Two (2) years of related occupational experience which meet the requisites of the class.
 - 2352.4.1.2** Certificate and/or license as required to perform the instruction/work as required by the certifying authority in the subject matter as a “student teacher.
- 2352.4.2** Ability To:
- 2352.4.2.1** Review and evaluate teaching materials that required objectives as well as meet student needs and interests.
 - 2352.4.2.2** Lecture and provide demonstrations in front of large groups of students.
 - 2352.4.2.3** Explain the subject material in a clear, logical, and concise fashion.
 - 2352.4.2.4** Interact effectively with students, peers, and Authority administration and staff.
 - 2352.4.2.5** Work independently to solve problems.
 - 2352.4.2.6** Maintain integrity, honesty, reliability, and cooperation.
 - 2352.4.2.7** Adhere to all policies of the Authority.
- 2352.4.3** Knowledge Of:
- 2352.4.3.1** Fire/Rescue/EMS practices and processes and/or specific areas of knowledge and skills to be taught.
 - 2352.4.3.2** Teaching practices, methods and techniques necessary to effectively present assigned materials.
 - 2352.4.3.3** Current trends in the subject matter including theory and research.
- 2352.4.4** Physical Requirements:

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Adjunct Instructor
POLICY NUMBER: 2352

Issue Date: 9/22/1999
Revised: 1/16/2020

Must be able to perform the essential functions of the job (as described above) and perform the following, with or without reasonable accommodation:

- 2352.4.4.1** Stand, sit, walk and turn to deliver lectures, other instruction, or hand out instruction materials.
- 2352.4.4.2** Work in the confines of a classroom and or laboratory environment.
- 2352.4.4.3** Reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.).
- 2352.4.4.3** Move and operate equipment and prepare laboratory materials.
- 2352.4.4.4** Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- 2352.4.4.5** Utilize hearing to respond to student questions, normal conversation, telephone calls.
- 2352.4.4.6** Utilize vision, near and far, to read written materials, computer screens and to operate equipment.