

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	Assistant Instructor	Issue Date:	9/22/1999
POLICY NUMBER:	2351	Revised:	01/16/2020

2351.1 General Job Description

Under the direction of the Primary Instructor, the Assistant Instructor teaches a maximum of fifty percent (50%) of the class. The Assistant Instructor must have specific or special knowledge or skills pertaining to an assigned course or event.

2351.2 Essential Job Functions:

- 2351.2.1** Completes all record keeping, grading and/or certification of students, as required.
- 2351.2.2** Assures all objectives of the course curriculum are met for the subject matter taught.
- 2351.2.3** Teaches a maximum of fifty percent (50%) of the total hours of the class, including classes taught "back to back."
- 2351.2.4** Supervises, as assigned, Adjunct instructors and classroom assistant(s).
- 2351.2.5** Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements within area of responsibility.
- 2351.2.6** Works with the Administrative Officer to schedule classes, collects appropriate fees, and orders materials for instruction, as directed.

2351.3 Additional Job Functions:

- 2351.3.1** Prepares lecture materials, demonstrations, exercises, assignments and evaluations for assigned class.
- 2351.3.2** Administers and provides confidentiality for grades. Records certification and performance examinations.
- 2351.3.3** Monitors other instructors and assistants to assure course objectives are met.
- 2351.3.4** Works for and accepts direction and guidance from the Primary Instructor.
- 2351.3.5** Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.
- 2351.3.6** Assures instructors and students meet pre-requisites for participating in the class.

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2351.4 Minimum Qualifications:

2351.4.1 Education:

2351.4.1.1 Two (2) years of related occupational experience which meet the requisites of the class.

2351.4.1.2 Certificate and/or license required to perform the instruction/work as required by the certifying authority in the subject matter.

2351.4.2 Ability To:

2351.4.2.1 Review and evaluate teaching materials that meet required objective as well as student needs and interests.

2351.4.2.2 Lecture and provide demonstrations in front of large groups of students.

2351.4.2.3 Explain the subject material in a clear, logical, and concise fashion.

2351.4.2.4 Interact effectively with students, peers, and Authority administration and staff.

2351.4.2.5 Work independently to solve problems.

2351.4.2.6 Maintain integrity, honesty, reliability, and cooperation.

2351.4.2.7 Adhere to all policies of the Authority.

2351.4.3 Knowledge Of:

2351.4.3.1 Fire/Rescue/EMS practices and processes and/or specific areas of knowledge and skills to be taught.

2351.4.3.2 Teaching practices, methods and techniques necessary to effectively present assigned materials.

2351.4.3.3 Current trends in the subject matter including theory and research.

2351.4.4 Physical Requirements:

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

- 2351.4.4.1** Stand, sit, walk and turn to deliver lectures, other instruction, or hand out instructional materials,.
- 2351.4.4.2** Work in the confines of a classroom and or laboratory environment.
- 2351.4.4.3** Reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.).
- 2351.4.4.4** Move and operate equipment and prepare classroom/laboratory materials.
- 2351.4.4.5** Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- 2351.4.4.6** Utilize hearing to respond to student questions, normal conversation, telephone calls.
- 2351.4.4.7** Utilize vision, near and far, to read written materials, computer screens and to operate equipment.