

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** Primary Instructor  
**POLICY NUMBER:** 2350

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

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### 2350.1 General Job Description

Under the direction of the California Fire and Rescue Training Authority's ("Authority") Executive Director, Deputy Director, and Administrative Officer, the Primary Instructor acts as the chief instructor and administrator for assigned classes and/or programs delivered by the Authority.

### 2350.2 Essential Job Functions:

- 2350.2.1** Teaches and performs administration functions as required for class.
- 2350.2.2** Reviews and evaluates courses to meet student needs and interests.
- 2350.2.3** Works as administrator for all record keeping, grading, and/or certification of students.
- 2350.2.4** Assures all objectives and requirements of the course curriculum are met.
- 2350.2.5** Supervises Assistant Instructor(s), Adjunct Instructor(s) and assistants, as necessary.
- 2350.2.6** Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements.
- 2350.2.7** Works with the Administrative Officer to schedules classes, collects appropriate fees, and orders materials for instruction.

### 2350.3 Additional Job Functions:

- 2350.3.1** Prepares lecture materials, demonstrations, exercises, assignments, and evaluations for class.
- 2350.3.2** Administers and provides confidentiality for grades. Records certification and performance examinations.
- 2350.3.3** Monitors other instructors and assistants to assure course objectives are met.
- 2350.3.4** Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.
- 2350.3.5** Selects other instructors and assistants to help with the delivery of class.
- 2350.3.6** Assures instructors and students meet pre-requisites for participating in the class.

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### 2350.4 Minimum Qualifications:

#### 2350.4.1 Education

**2350.4.1.1** Associate degree and/or four (4) years of related occupational experience which meet the requisites of the class.

**2350.4.1.2** Shall be qualified by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty-hours in teaching methodology. Such qualifications include, but are not limited to:

**2350.4.1.2.1** Certification as a California State Fire Marshal Fire Instructor 1A & 1B or Training Instructor 1A, 1B & 1C or Instructor I and II.

**2350.4.1.2.2** Completion of the National Fire Academy's "Instructional Methodology" course.

**2350.4.1.2.3** Completion of training Programs that meet the United States Department of Transportation (DOT) National Emergency Medical Services Education Standards (DOT HS 811 077A), such as the National Association of EMS Educators course.

**2350.4.1.3** Certificate and/or license required to perform the instruction/work as required by the certifying authority in the subject matter.

#### 2350.4.2 Ability To:

**2350.4.2.1** Review and evaluate teaching materials that meet required objectives as well as student needs and interests.

**2350.4.2.2** Lecture and provide demonstrations in front of large groups of students.

**2350.4.2.3** Explain the subject material in a clear, logical, and concise fashion.

**2350.4.2.4** Interact effectively with students, peers, and Authority administration and staff.

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**2350.4.2.5** Work independently to solve problems.

**2350.4.2.6** Maintain integrity, honesty, reliability, and cooperation.

**2350.4.2.7** Adhere to all policies of the Authority.

**2350.4.3** Knowledge Of:

**2350.4.3.1** Fire/Rescue/EMS practices and processes and/or specific areas of knowledge and skills to be taught.

**2350.4.3.2** Teaching practices, methods and techniques necessary to effectively present assigned materials.

**2350.4.3.3** Current trends in the subject matter including theory and research.

**2350.4.4** Physical Requirements:

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

**2350.4.4.1** Stand, sit, walk and turn to deliver lectures, other instruction, or hand out instructional materials.

**2350.4.4.2** Work in the confines of a classroom and or laboratory environment.

**2350.4.4.3** Reach overhead to operate equipment, lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.).

**2350.4.4.4** Move and operate equipment and prepare laboratory materials.

**2350.4.4.5** Utilize manual and finger dexterity to operate equipment, computers and prepare classroom/laboratory materials.

**2350.4.4.6** Utilize hearing to respond to student questions, normal conversation, telephone calls.

**2350.4.4.7** Utilize vision, near and far, to read written materials, computer screens and to operate equipment.