

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: EMS Subject Matter Expert
POLICY NUMBER: 2357

Issue Date: 9/29/2014
Revised:

2357.1 EMS Subject Matter Expert

Under the direction of the EMS Program Director, and the EMS Clinical Coordinator, the EMS Subject Matter Expert acts as an instructor for EMS related classes and programs delivered by the Authority.

2357.2 Essential Job Functions:

- 2357.2.1 Teaches and performs administration as required for the class.
- 2357.2.2 Reviews and evaluates courses to meet student needs and interests
- 2357.2.2 Assures all objectives of the course curriculum are met for subjects taught.
- 2357.2.3 Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements.

2357.3 Additional Job Functions:

- 2357.3.1 Prepares lecture materials, demonstrations, exercises, and evaluations for class.
- 2357.3.2 Administers and provides security for grades. Records certification and performance examinations.
- 2357.3.3 Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.
- 2357.3.4 Assures students meet pre-requisites for participating in the class.

2357.4 Minimum Qualifications

EMS Subject Matter Expert shall be approved by the EMS Program Director in coordination with the EMS Clinical Coordinator as qualified to teach the topics which she/he is assigned.

- 2357.4.1 Education & Experience
 - 2357.4.1.1 Possess a high school diploma or equivalent GED certificate
 - 2357.4.1.2 Minimum of 30 units of college level coursework and/or continuing education and four (4) years of related occupational experience which meet the requisites of the class.
 - 2357.4.1.3 Certificate and/or license required to perform the instruction/work.

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- 2357.4.2.9 Adhere to all policies of the Authority.
- 2357.4.3 Knowledge Of:
- 2357.4.3.5 Teaching practices, methods and techniques.
- 2357.4.3.6 Current trends in subject matter.
- 2357.4.4 Physical Requirements:
- Maintain physical ability and stamina to meet the essential job functions and perform the following, with or without reasonable accommodation:
- 2357.4.4.1 Stand, sit, walk and turn to deliver lectures, other instruction or instructions materials.
- 2357.4.4.2 Work in the confines of a classroom and or laboratory environment.
- 2357.4.4.4 Move and operate equipment and set up props.
- 2357.4.4.5 Reach to lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.)
- 2357.4.4.6 Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.
- 2357.4.4.7 Utilize hearing to respond to student questions, normal conversation, telephone calls.
- 2332.4.4.8 Utilize vision, near and far, to read written materials, computer screens and to operate equipment.
- 2357.4.4.9 Shall not pose a direct threat to self, other individuals in the workplace, or the public.