



## Job Description

**JOB TITLE:** Fire Technology Instructor/Coordinator

**LAST REVISED:** MARCH 2020

### **PURPOSE**

Under administrative direction of an educational administrator, this position will develop curriculum; provide lecture and laboratory instruction; evaluate student performance of students engaged in the study of Fire Technology and other related courses; and perform other related work as required.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Fire Technology Instructor/Coordinator must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **EXAMPLES OF FUNCTIONS AND TASKS**

**Curriculum Development - ESSENTIAL:** Review and evaluate curriculum, in order to meet student interests and needs within the parameters of Divisional/Departmental budget constraints and availability of equipment and materials; coordinate with part-time instructors to enhance consistency of lecture/laboratory content; evaluate and/or revise course descriptions to fit curriculum designs; review curriculum for concordance with changes in laws, regulations, and standards and to ensure curriculum represents a culturally-responsive/student-centered framework; present proposals for curriculum changes to the curriculum committee and/or other appropriate shared governance body; make changes to curriculum, as necessary and as approved, within the shared governance structure; interact with public and private agency partners to develop and improve Fire Technology curriculum and programs, as feasible and appropriate; represent the District in Federal, State, and local professional forums and organizations focusing on Fire Technology and public safety curriculum; interact with Federal, State, and local agencies to ensure compliance with mandated course content accuracy and certification requirements.

**Lecture/ Laboratory Preparation - ESSENTIAL:** Review and evaluate new textbooks for content, readability, and cost effectiveness; select textbooks determined to be the most useful, appropriate and culturally-inclusive; read current literature (normally several sources—books, newspapers, periodicals, and other printed materials) to prepare lectures; prepare, edit, and update equity-minded syllabus materials for lectures and/or laboratories; review and select and/or prepare computer and audio-visual materials that are culturally-inclusive for classroom/laboratory use; prepare handouts and/or other materials for classroom/laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials. **PERIPHERAL:** Complete book order forms and provide master copies of syllabi for printing; place appropriate reference items on reserve in the library; prepare lesson plans to be used in a lecture and/or coordinate lectures with laboratory learning assignments; attend conferences to increase knowledge of subject matter and teaching methods and techniques; familiarize self with operation of all equipment currently available for use which is appropriate for the subject area.

**Lecture/ Laboratory Presentation - ESSENTIAL:** Introduce and present lecture/laboratory information and concepts in a clear, logical and equity-minded manner; use analogies and/or examples to convey important concepts; provide instructional objectives to direct student learning; outline major points of information using a variety of methodologies; enhance presentations with visual aids and/or demonstrations and/or examples, as available; distribute handouts to clarify particularly difficult topics; answer student questions clearly and encourage student participation and involvement in classroom discussions; monitor student activity and take



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steps to support students that may be struggling; maintain order in classrooms and laboratories, and provide an equity-minded framework in and out of the classroom.

**Student Performance Evaluation - ESSENTIAL:** Develop various assessment techniques to assess student learning (quizzes, texts and laboratory/classroom examinations) which are transparent and fairly evaluate student progress; monitor student activity during examinations/quizzes and takes steps to prevent and/or control unacceptable behavior, e.g., cheating; deal swiftly, rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; read and evaluate student responses on examinations/quizzes and mark and grade papers accordingly; assign, read, and evaluate homework assignments/projects to promote learning; tabulate scores and assign official grades; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.); maintain necessary attendance and scholastic records and submit them according to published deadlines.

**Coordinator Responsibilities – ESSENTIAL:** Coordinate the Fire Academies; plan and prepare course schedules; submit course materials fees; prepare State Fire Training Self-Assessment Report (every 5 years); complete program review (every 3 years); maintain and update program goals and requests in TracDat; demonstrate knowledge and use of Transfer Evaluation System (TES); participate in program curriculum review (every 6 years); coordinate department meetings; coordinate Fire Advisory Board meetings; coordinate Planning and Assessment meetings; update Student Learning Outcomes spreadsheet; coordinate the Student Learning Assessment process with faculty; complete Department Assessment Analysis (bi-annually); participate in Career and Technical Education (CTE) committee meetings; complete CTE local application and annual reports; participate in both in-reach and out-reach events; determine ways to recruit students who are underrepresented and underserved in the field of Fire; coordinate and monitor facility use contracts with fire agencies.

**Shared Governance Participation - ESSENTIAL:** Attend and participate in departmental meetings, advisory committee meetings, and activities; respond in writing to requests for information (for example, employment process position questionnaires, unit planning guides, environmental impact reports, etc.); participate in articulation/curriculum development, investigate and cost departmental equipment needs and selection of textbooks; represent department by serving on campus-wide committees. **PERIPHERAL:** Attend and participate in divisional and/or building meetings and activities, as well as those organized by the Academic Senate and the Staff Development Committee; serve on employee selection committees, as requested; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary; read and respond to information polls distributed by the Faculty Senate.

**Ancillary Student Services - ESSENTIAL:** Provide career and degree/major counseling to students, as it relates to career planning; hold regular office hours; provide advice and support to students regarding academic performance; provide students and peers with a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies. **PERIPHERAL:** Provide students with letters of recommendation, as requested; hold review sessions of classroom/laboratory material, as necessary; advise and encourage students relative to Fire Technology Department curriculum.

### MINIMUM QUALIFICATIONS

#### Degrees/Licenses/Certifications:

**ESSENTIAL:** Bachelor's degree **AND** two (2) years of occupational experience in the discipline **AND** any certificate or license required to do this work **OR** Associate's degree **AND** six (6) years of occupational experience in the discipline **AND** any certificate or license required to do this work **OR** the equivalent.

#### Knowledge of:

**ESSENTIAL:** Fire Technology practices and processes; teaching practices, methods, and techniques; current directions in Fire Technology/Public Safety theory and research; culturally-responsive pedagogy/andragogy; and



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methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

### **Ability to:**

**ESSENTIAL:** Provide interactive lectures in front of large groups of students; explain Fire Technology concepts in a clear, logical and concise fashion; interact effectively with student, peers and administrative personnel; work independently to solve problems; recognize variation in student backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation; apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents; interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills; and exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff .

### **Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to perform the following, with or without reasonable accommodation:  
Almost Constantly: Stand, sit, walk and turn to deliver lectures, other instruction, or instructional materials; work in the confines of a classroom and/or laboratory environment; reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.) to move and operate equipment and prepare laboratory materials; utilize manual and finger dexterity to operate equipment, computers, and to prepare laboratory materials; utilize hearing to respond to student questions, conversations, and telephone calls; utilize vision (near and far) to read written materials and computer screens and to operate equipment.

**Faculty Salary Schedule, subject to placement at date of hire.**

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification III, Bloodborne Pathogens Exposure Control Program.**