



## Job Description

**JOB TITLE:** Fire Technology Instructor

**LAST REVISED:** JULY 2013

### **DEFINITION**

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

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

**Curriculum Development - ESSENTIAL:** Review and evaluate curriculum, coordinate with part-time instructors to enhance consistency of lecture/laboratory content; evaluate and/or revise course descriptions; present proposals for curriculum changes to the curriculum committee and/or other appropriate shared governance body and make changes; approved; review curriculum for concordance with changes in laws, regulations, and standards; interact with public and private agency partners to develop and improve curriculum and programs; represent the District in Federal, State, and local professional forums and organizations focusing on Fire Technology; 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 and appropriate; prepare lesson plans; read current literature and incorporate relevant information in lectures; prepare syllabus; create materials for lectures and/or laboratories; review and select and/or prepare computer and audio-visual materials for classroom/laboratory use; prepare typewritten and/or graphic handouts 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; 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 and logical 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; encourage student participation and involvement in classroom discussions; monitor student activity and take steps to prevent and/or control unacceptable behavior; maintain order in classrooms and laboratories, and provide equal opportunity for student participation.

**Student Performance Evaluation - ESSENTIAL:** Develop quizzes, tests and laboratory/classroom examinations which are understandable and which fairly evaluate student progress; monitor student activity during examinations/quizzes and take steps to prevent and/or control unacceptable behavior, e.g., cheating; deal swiftly, rationally, and consistently with persons involved in cheating and/or other violations of Standards of Student Conduct or College policies and/or procedures; 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; maintain necessary attendance and scholastic records and submit them according to published deadlines.



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**Shared Governance Participation - ESSENTIAL:** Attend and participate in departmental and advisory committee meetings; respond in writing to requests for information; participate in curriculum development; attend and participate in divisional and/or college activities that are necessary for the development and improvement of the program; represent department by serving on campus-wide committees. **PERIPHERAL:** Serve on employee selection committees; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or Strategic Council meetings, as necessary; read and respond to information distributed by the Academic Senate.

**Ancillary Student Services - ESSENTIAL:** Provide career and degree/major counseling to students; hold regular office hours; provide advice 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:** Bachelor's degree **AND** two (2) years of occupational experience in the discipline **OR** Associate's degree **AND** six (6) years of occupational experience in the discipline **OR** the equivalent.

**Knowledge of: ESSENTIAL:** Fire Technology practices and processes; teaching practices, methods, and techniques; current directions in Fire Technology theory and research.

**Ability to: ESSENTIAL:** Lecture 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. **PERIPHERAL:** Recognize variation in student backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation.