



## Job Description

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

**LAST REVISED:** December 2024

### **PURPOSE**

Under administrative direction of an educational administrator and in collaboration with the Fire Technology Coordinator, this instructional assignment will have a special emphasis on teaching the California State Fire Training Fire Fighter 1 and 2 Academy certification course and other related fire training courses. This position will develop curriculum, provide lecture and laboratory instruction, evaluate performance of students engaged in the fire academy program and fire technology department 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**

**Academy Activity Facilitation – ESSENTIAL:** Teach a full range of fire academy courses and modules as a part of the State Fire Training accredited Fire Fighter 1 and 2 academy, leading to State Certification. Demonstrate knowledge of current state curriculum and accreditation standards for course and program development and instruction. Facilitate academy activities and requirements including state certification evaluation, academy orientation, skills labs, live fire training, fire academy graduation, employment opportunities, and any other academy related activities as appropriate. Develop academy schedules in coordination with Fire Technology coordinator and facilities staff. Assist with budgeting for equipment and necessities for the academy and related classes. Participate in in-reach and outreach events and assist with promotion and student/cadet recruitment, including ways to recruit students who are underrepresented and underserved in the field.

**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.



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**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.

**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, or higher **AND** two (2) years of professional experience directly related to the teaching assignment **OR** Associate's degree **AND** six (6) years of professional experience directly related to the teaching assignment **OR** the equivalent.

**State Fire Training Academy Instructor Requirements (Section 6.6 of the State Fire Training Procedures Manual) include:**

- Has completed SFT's Registered Instructor Orientation (RIO),
- Has completed SFT's Ethical Leadership in the Classroom or Ethical Leadership for Instructors course and signed the SFT Instructor Code of Ethics,
- Is a Certified SFT Instructor I or Certified SFT Training Instructor I or Certified SFT Fire Instructor I or Certified SFT Fire and Emergency Services Instructor 1 or Fire Fighter Instructors who were instructing on or before December 31, 2018 with SFT Fire Instructor 1A and 1B or ST Training Instructor 1A and 1B,



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- Held the rank of Fire Fighter performing suppression duties within a recognized fire agency in California for a minimum of three years,
- Has CA SFT FF 1 and FF 2 certification OR has ability to obtain in first year of employment.

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

**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 students, 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.**