

JOB DESCRIPTION



Position Title: Instructor of Fire Science Technology

Division: First Responders Academy

Employment Category: Faculty

Primary Location: District-wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; Academic Year

Pay Grade: Faculty

Position Summary: The Instructor of Fire Science Technology is responsible for providing quality instruction of students in the classroom and skills lab; performing instructional-related duties and responsibilities in accordance with the philosophy, mission, policies and procedures, and for adhering to the standardized curriculum and lesson plans; inspiring and motivating students by effective role modeling and mentoring with sensitivity to student needs; identifying appropriate resources to support student successes and achievement.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Teaches assigned Fire Science, EMT, and related courses and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Prepares and plans adequately for effective classroom, laboratory and/or externship instruction, ensuring the lesson plan, presentation strategies, the learning environment, and the instructional resources are in proper working order

Collaborates and develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets for Fire Science, EMT, and related courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs; analyzes program effectiveness emphasizing a culture of continuous improvement

Follows the standardized curriculum, focusing on the unit objectives or laboratory proficiencies; communicates appropriately with the program director regarding any curriculum or lesson plan

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Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful program; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in course scheduling, department, division and college meetings; maintains records in compliance with AzCFSE standards; serves on college committees as assigned

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree in a related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education; advanced degree preferred

Three years firefighter experience

Certified Arizona Firefighter Instructor I and II

HazMat Certified

Certified EMT and/or Paramedic

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of trends, developments, new technologies affecting the program

Knowledge of curriculum and program development

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

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Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs in a typical classroom or laboratory setting with appropriate climate controls. May require working evenings and weekends.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Executive Director of First Responders Academy

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.