	Policy: 100.4
	Title: Instructor Job Description
	Effective: July 20, 2004
Ralph Brown, Director	

### **Position Summary**

The Instructor, a part-time position with OFST, is responsible for delivering prepared classes, individual units in extended courses, and skills sessions. The Instructor is competent as an instructor and knowledgeable in the topic being instructed. The Instructor may be used in any program area including field programs, industrial programs, or certification evaluation for which he/she is qualified. The Instructor is required to successfully complete an initial twelve (12) month probationary period. The Instructor position is a non-exempt position.

### **Essential Duties and Tasks**

The essential duties and tasks of the Instructor are described below. The program coordinator, as necessary, may assign additional duties and tasks.

Prepare for delivering a class or skills session so that all equipment, materials, and information are available as required in the lesson plan.

Deliver classroom or skills training session so that learning objectives are achieved, students are actively and positively engaged in the learning process, and instructional/audiovisual equipment is used appropriately.


Conduct a safety survey of equipment, training areas and classrooms so that all hazards to students and instructors are identified and corrected.

Complete all OFST forms applicable to the training session so that all required information is properly recorded and forms are submitted to the appropriate staff in a timely manner.

Conduct skills evaluation using a job sheet so that the student's performance is evaluated objectively using the job sheet, feedback provided to the student, and the job sheet is correctly completed.

Administer a written evaluation instrument so that the students follow all instructions and the instrument is administered as intended.

Apply all OFST policies and procedures so that the policies are achieved and procedures followed by students and instructors.

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### **Reporting Relationship**

The Instructor reports to the Lead Instructor or OFST staff member responsible for coordinating the course or class.

### **Working Conditions**

The Instructor performs his/her duties in classrooms, on drill grounds, inside fire stations, in acquired structures, on simulators, etc. Duties may be performed in all weather conditions including high temperatures, cold weather, etc. The Instructor may be periodically required to lift heavy equipment up to 75 lbs. For some topics, the Instructor may be required to use personal protective equipment (PPE) including, but not limited to, self-contained breathing apparatus, structural fire fighting clothing, hazardous materials clothing, etc.

Any Instructor required to use PPE shall be required to meet applicable OFST medical and physical requirements.

### **Minimum Qualifications**

- Certification as a Fire Instructor I
- Completion of OFST Instructor Task Book
- Refer to policy 100.3 for minimum qualifications for each specific course or topic area.