



Classification Description

Job Title: Instructor, Firefighter Program

Pay Grade: TEMP

Job Code: 4106A

FLSA Status: Exempt

Job Purpose

The Firefighter Program Instructor provides professional instruction for students in the Firefighter Minimum Standards Certificate Program sponsored by Florida SouthWestern State College's School of Health Professions in partnership with the North Collier Fire Control and Rescue District.

General Responsibilities

Essential Functions

Instructs College Fire Academy students in accordance with educational theories and techniques.

Develops discipline-related curricula, assesses student learning, and participates in program evaluation and related College activities.

Maintains effective and frequent communication with the Fire Academy Supervisor by attending meetings as scheduled.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Holds and maintains a minimum of the Florida State Certified Firefighter and Florida Fire Service Instructor I certifications.

Substantial full-time professional experience as a Florida State certified firefighter with advanced training in Fire Service Instruction.

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Proficiency of Minimum Standards information management and technology skills.

Commitment to professional development.

Must obtain the Live Fire 1 certification within the first year of hire.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Plan and organize multiple tasks and priorities.
- Gather and analyze data, reason logically and draw valid conclusions.
- Interpret and apply laws, rules, standards and procedures pertinent to the professional operations.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.

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Environmental: Normal general office and outdoor exposure to the elements.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 28, 2021. Revised: January 6, 2023.