

SCHOOL DISTRICT OF ST. JOHNS COUNTY
INSTRUCTIONAL FIRE SCIENCE VOCATIONAL INSTRUCTOR
FIRST COAST TECHNICAL COLLEGE (FCTC)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Must have and maintain current certification as an "Instructor I, II, or III" from the Florida Bureau of Fire Standards and Training.
- (2) Must have (or obtain within six months of hire) certification as a "Live Fire Training Instructor I or II" from the Florida Bureau of Fire Standards and Training, and maintain current certification as a requirement of continued employment.
- (3) Must comply with all requirements of Florida Statutes Chapter 633 and Florida Administrative Code section 69A-37 for Firefighter I and II course instructors.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Fire Science prescribed curriculum. Knowledge of varied learning styles, skills and pedagogy in using various methods and strategies to address differentiated learning and challenge students beyond the required curriculum. Excellent written and verbal communication skills. Competency in problem solving and conflict resolution. Ability to plan, organize, schedule and implement activities for maximum effectiveness. Exemplary skill in analyzing, diagnosing, and evaluating student data progress and programs. Demonstrate ability to interact, collaborate and share expertise with administration, peers and community. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Communicate in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Principal or designee

JOB GOAL

To provide an educational experience in which students move toward the fulfillments for the purpose of guiding and directing the learning experiences of students in Fire Science programs. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

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- * (1) Demonstrates basic performance skills in trade area, current technical knowledge and related knowledge and skills.
- * (2) Demonstrates professional performance by planning and instructions.
- * (3) Demonstrates securing and maintaining proper materials, equipment and supplies through appropriate methods.
- * (4) Maintain essential records to show student placement in programs.
- * (5) Provide evidences needed for meeting standards for program review and accreditation.
- * (6) Demonstrates professional performance by planning and instruction.
- * (7) Demonstrates preparing for instruction.
- * (8) Help students interact with new knowledge.
- * (9) Help students practice and deepen new knowledge.
- * (10) Engage students.
- * (11) Establish rules and procedures.
- * (12) Recognize adherence to rules and procedures.
- * (13) Establish and maintain effective relationships with students.
- * (14) Communicate high expectations for all students.
- * (15) Plan and prepare lessons and units.
- * (16) Plan and prepare for use of resources and technology.
- * (17) Evaluate personal performances in teaching.
- * (18) Develop and implement a Professional Growth Plan.
- * (19) Promote a positive and collegial environment.
- * (20) Promote the exchange of ideas and strategies.
- * (21) Promote district and school development.

Expectations of All Employees

- * (22) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (23) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (24) Ensure adherence to good safety standards.
- * (25) Maintain confidentiality regarding school/workplace matters.
- * (26) Model and maintain high ethical standards.
- * (27) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Demonstrate initiative in the performance of assigned responsibilities.
- * (30) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (31) Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement

- * (32) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- * (33) Keep supervisor informed of potential problems or unusual events.
- * (34) Follow federal and state laws as well as School Board policies, rules, and regulations.

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- * (35) Prepare all required reports and maintain all appropriate records.
- * (36) Represent the District in a positive and professional manner.
- * (37) Demonstrate support for the School District and its goals and priorities.
- * (38) Participate in cross-training activities as required.

Leadership and Strategic Orientation

- * (39) Provide leadership and direction for assigned areas of responsibility.
- * (40) Set high standards and expectations for self and others.
- * (41) Exhibit interpersonal skills to work as an effective team member.
- * (42) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

Pay Grade:
Salary Range:

FLSA STATUS:

BOARD APPROVED: Pending Board Approval December 2017

REVISED: