

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DIRECTOR/FIRE INSTRUCTION**

GENERAL RESPONSIBILITIES

Responsible to the Assistant Dean of Fire Technology for all aspects of fire instruction; assists with other fire education programs; also performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

FIRE INSTRUCTION

Overall responsibility for the operation and management of fire instruction including scheduling, staffing and admissions, graduation ceremonies, and compliance with and reporting of certification requirements; ensures the effectiveness of all course offerings, activities and services and their responsiveness to the needs of culturally diverse communities; recommends and implements policies and regulations, ensures compliance with applicable laws and regulations, maintains related records and submits related reports; supervises and coordinates Santa Ana College's Fire Technology Program presentations when requested by high schools and other regional education partners; Performs as Commander of the Basic Fire Academy and supervises all academy faculty and staff; Coordinates, schedules and conducts In-Service Agreement site visitations as assigned; Performs other duties and special projects as assigned by the Assistant Dean of Fire Technology.

PERSONNEL

Under the direction of the Assistant Dean of Fire Technology, the Director of Fire Instruction is responsible for the supervision of assigned staff including the direction and evaluation of work, the adjustment of grievances and the administration of applicable collective bargaining agreements. Recommends the hiring, transfer, lay-off, recall, promotion, discipline, training, and professional development of assigned staff.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance and the maintenance of student records, in accordance with the policies and regulations set forth by the District.

ESSENTIAL FUNCTIONS

A. Supervises all aspects of the operation of fire instruction, including all functions of assigned staff.

B. Supervises preparation and management of budget for designated programs; identifies fire service training needs, and ensures compliance with fire service laws and certification requirements.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Bachelor's degree and at least two years of full-time paid fire-related experience at the rank of Fire Captain or above, or an Associate degree and at least six years of full time paid experience at the rank of Fire Captain or above. California Fire Service Training and Education System certification as a Fire Instructor I or higher.

Required Skills: Ability to resolve conflicts and solve problems, evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the district at the community, state and national levels.

May 14, 2013