



Policy: 100.5
Title: Lead Instructor Job Description
Effective: July 20, 2004

Ralph Brown, Director

Position Summary

The Lead Instructor, a part-time position with OFST, is responsible for coordinating successful delivery of individual classes and courses including scheduling the class or course, interacting with the sponsoring organization, supervising other instructional staff and personnel, delivering prepared classes and/or skills sessions, evaluation of student performance, and submission of OFST forms and reports. The Lead Instructor is competent as an instructional supervisor/coordinator and knowledgeable in the topic(s) being instructed. The Lead Instructor may be used in any program area including field programs, industrial programs, or certification evaluation for which he/she is qualified and which two (2) or more instructors are used to deliver the course. The Lead Instructor is required to successfully complete an initial twelve (12) month probationary period. The Lead Instructor position is a non-exempt position.

Essential Duties and Tasks

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

Develop a course schedule so that all units are scheduled, assistant instructors and interns identified and notified, the schedule is provided to the sponsoring organization and students, and all pertinent course information is listed.

Develop and implement a class/course safety plan so that all potential hazards are identified and corrected, emergency procedures identified, the plan is communicated to the students and assistant instructors, and all OFST policies implemented.

Submit forms and reports to OFST so that all required forms and reports are properly completed, all needed information is provided, and all forms and reports are submitted in a timely manner.

Supervise instructors and interns so that all assignments are clearly communicated, all questions answered, and feedback/direction on performance is provided.

Address all problems involving instruction, curriculum, materials, scheduling, and instructor performance so that potential solutions are identified and implemented, OFST policies applied appropriately, and the appropriate OFST staff member is promptly notified of problems that cannot be addressed satisfactorily by the lead instructor.

Coordinate evaluation of student performance so that all OFST policies are applied, objective feedback to the student provided, and outcomes reported as required.



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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.

Evaluate the instruction delivered by instructors so that a high quality of instruction is maintained, feedback is provided to improve the quality of instruction, and recommendations for improvement made to OFST staff members as appropriate and needed.

Reporting Relationship

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

Working Conditions

The Lead 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 Lead Instructor may be periodically required to lift heavy equipment up to 75 lbs. For some topics, the Lead 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 Lead Instructor required to use PPE shall be required to meet applicable OFST medical and physical requirements.

Minimum Qualifications

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