

# Yamhill Fire Protection District

## Standard Operating Guidelines

### MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

## PERSONNEL

PER – 783.1

## Y-C High School Instructor(s)

Page 1 of 8

Issued: January 13, 2020

### JOB SUMMARY DESCRIPTION:

This is a Part-time position (3 hours per every school day), manual and technical work in fire suppression, prevention, rescue, communications, and emergency medical services, involving duties and responsibilities of an emergency and hazardous nature.

The Y-C High School Instructor(s) will participate as a member of the Y-C High School Fire/EMS Class team in developing the District goals, objectives, and monitoring proficiency of the class and work performed. The Y-C High School Instructor(s) will encourage cooperation within the District/Class, fellow instructors, and will demonstrate creativity and innovation in the work setting.

The Y-C High School Instructor(s) will attend Staff meetings, special meetings, educational classes and work sessions as required. He / She will gather and analyze technical and procedural information for the development and planning of a variety of projects. The Y-C High School Instructor(s) will maintain confidentiality in protecting records and pending actions.

The Y-C High School Instructor(s) main area of focus will be the education and training for the Y-C High School Fire/EMS Class. They will work with the Assistant Chief/Recruit & Retention to develop and put into action a detail education and training plan which will be maintained for the school along with a plan for the following school year. They will also work with the Assistant Fire Chief, and Fire Instructors within the district in providing training for the students thru-out the year. They will also work with outside instructors in delivering Training to the Y-C High School students.

The Y-C High School Instructor(s) will work under and report to the Assistant Fire Chief/Recruit & Retention.

This Part-Time position will work 3-hours per every school day, (approximately 1 hour per day as classroom time with students, and 2 hours per day for class setup and prep time). All time sheets must be approved by the Assistant Fire Chief and submitted to the Fire Chief by the 24<sup>th</sup> of each month. Instructor(s) pay checks will be available on the last day of each month.

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## PERSONNEL

PER – 783.1

## Y-C High School Instructor(s)

Page 2 of 8

Issued: January 13, 2020

### MINIMUM QUALIFICATIONS

- EMT-Basic Certification – Required to teach the EMR Class
- NFPA Firefighter I Certification
- NFPA Instructor I
- NFPA Driver
- NFPA Apparatus Operator
- S130/S190/S191
- High School diploma or G.E.D.
- Must be either a U.S. citizen or resident alien
- Possession of a valid motor vehicle operator's license and insurable by the District's insurance.
- Pass a District Background check.
- Must have 2 years' experience as an FF/EMS, or satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted at the Fire Chief's discretion.
- Possess or Obtain NIMIS 100, 200, 300, 400, 700, and 800, certification within 6 months.

### SUPERVISION EXERCISED:

Exercises supervision over all assigned activities within the Yamhill Fire Protection District and all personnel permanently or temporarily assigned to these activities.

### DESIRABLE QUALIFICATIONS:

Thorough knowledge of the principles and practices relating to modern Fire Department Services, including but not limited to, Fire Protection, Emergency Medical Services, Fire Prevention, Personnel Management and fiscal management. Also be knowledge of principles and practices of public administration. Knowledge of management practices, including planning, organizing, staffing and coordination. The ability to understand, and carry out oral, written directions, must be able to explain complex, technical information clearly and concisely in oral and written form. Can use sound judgment in making decisions about difficult administrative problems.

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# District Policies

## PERSONNEL

PER – 783.1

## Y-C High School Instructor(s)

Page 3 of 8

Issued: January 13, 2020

### NECESSARY SPECIAL QUALIFICATIONS:

Members of this classification must, by virtue of their professional background, experiences, accomplishments and perspectives, be compatible with the organizational culture and climate of the Yamhill Fire Protection District.

### JOB DESCRIPTION:

#### Y-C High School Instructor

- Reports to: Assistant Fire Chief / Recruit & Retention
- Requirements:
  - NFPA FF1, Desirable NFPA FF2
  - NFPA Instructor I; Desirable NFPA Instructor II
- Working with the Assistant Fire Chief, prepare an annual report of Training status, and maintain computerized records.
- Must track attendance from all classes and report to school if student is late or absent.
- Must track daily, weekly, monthly grades and report to school for midterms and finals.
- Must respect and understand all learning challenges disclosed by the school, for those students in need. Instructor must cater teaching approach for learning styles:
  - Written
  - Oral
  - Manipulative
- Once committed to teaching a class on a specific day, if your plans change, the obligation is on you to find a qualified replacement to teach the class for that day.
- Must maintain all department ethics and values
- Must communicate in a calm and respectful manner
- Must adhere to all school policies and standards for higher education qualifications

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## PERSONNEL

PER – 783.1

## Y-C High School Instructor(s)

Page 4 of 8

Issued: January 13, 2020

- Work with students who have Pervasive Developmental Disorder (PDD), autism, or Asperger's syndrome
- Work with students who are blind, low-vision, deaf, Deaf, or hard-of-hearing, or who have Central Auditory Processing Delays (CAP-D)
- Work with students who have physical disabilities, cognitive impairments, or developmental delays
- Work with students who have documented behavioral issues that affect learning in the mainstream classroom
- Carry out measures to address student need in the classroom on a focused basis
- Participate or provide data and input on the Individual Education Plan each year in order to ensure best outcomes for teaching
- Document observations about student behavior or activity
- Act as a point of contact for internal stakeholders, classroom teachers, and other students
- Deploy accommodation and/or modification and/or alternate programming to classroom tasks to ensure that tasks are achievable by the student
- Meet with parents/guardians and internal and external stakeholders
- Suggest additional support for the student in order to foster safe attachment while protecting the vulnerability of a person with special needs
- Understand theories of child and adolescent development and their concrete manifestations in the classroom
- Support teachers' programming goals, and teaching strategies while reinforcing students' learning strategies in the classroom
- Do not breach confidentiality about medical conditions, diagnoses, or other information
- Assist classroom teachers in documenting appropriate assessment data that results in fair, though not equal, assessment
- Engage in professional development on a continual basis
- Understand the medical, physical, behavioral, emotional and social implications of a student on an as-needed basis
- Dialogue with and provide perspectives for mainstream to focus on inclusion in classroom
- Network in a professional manner with other support staff as the need arises
- Help ensure that instructional accommodations or modifications are present during assessment time as well
- Stay apprised of the student's transition plan from year to year
- Engage in active listening with students
- Promote and advocate for the school and district mission and vision statements

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# District Policies

## PERSONNEL

PER – 783.1

## Y-C High School Instructor(s)

Page 5 of 8

Issued: January 13, 2020

- Support academic and developmental goals that have been set for students - ensure that data collection is accurate and timely so that every success is measurable
- Communicate proactively and professionally about students with teaching and non-teaching staff bearing in mind the impact of confidentiality regarding vulnerable persons
- Support the school's culture and practices for inclusion
- Conduct all work activities in a professional manner
- Demonstrate commitment to working in a diverse school community and/or work environment
- Monitor the Y-C High School Training status, keeping Training status within budgetary constraints. Encourage personnel to participate in Training, in and out of the District.
- May be assigned to coordinate with Yamhill-Carlton High School counselors on the performance of student firefighters.
- Attend Yamhill Fire Protection District drills a minimum of 75%
- Attend Yamhill Fire Protection District Officers meetings a minimum of 75%.
- Attend Other Meetings and Training classes when possible.
- Other duties as assigned by the Assistant Fire Chief

Any social media communication between students and instructors or Admin will be done thru Group Text or Group email! There will be no one on one with students at any time! There will always be at least the instructor and a Chief Officer present during any such time.

Any Instructor found violating the social media requirement or one on one policy mentioned above will be disciplined with any of the following; removed as an instructor in the Y-C High School Program, Suspended, and up to Termination as a member of the Yamhill Fire Protection District.

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### MISSION

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# District Policies

## PERSONNEL

PER – 783.1

## Y-C High School Instructor

Page 6 of 8

Issued: January 13, 2020

### Communication:

Communicates with management and coworkers in order to establish and maintain effective working relationships and receive technical instruction and direction, and follow orders based on this information. Must have the ability to communicate, fire suppression, emergency medical services, fire code enforcement, public education, and station and equipment maintenance duties.

Firefighters communicate with the general public, other District employees, and Fire District personnel in performing community service and public education duties, which includes: conducting business inspections, presenting public safety training classes, participating in school programs, answering questions, delivering emergency and non-emergency medical care, and ensuring other patient needs. In addition, Firefighters prepare written communication in documenting technical and legal matters.

### Manual/Physical:

Use of firefighting equipment, including: chain saws, rescue saws, fans, fire hoses, hydraulic or pneumatic rescue equipment, axes, pike poles, and other common hand tools used in delivering Fire District services (examples - rescuing trapped or endangered persons and forcing entry into locked vehicles or structures) or in performing routine maintenance duties.

Perform firefighting and related duties while under the following conditions: wearing personal protective equipment weighing approximately 70 pounds; high humidity (up to 100 percent) situations while wearing personal protective equipment that significantly impairs body cooling; relying on self-contained breathing apparatus for ventilation; and in environments with extreme temperature fluctuations (400+ degrees Fahrenheit). Perform the following: ventilate burning buildings by opening windows and holes in roofs and floors; position and climb ladders to gain access to the upper levels of buildings; assist in advancing hose lines and making connections to hydrants; direct streams of water on fires; search and rescue operations inside burning buildings; and emergency medical treatment.

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### MISSION

*Yamhill Fire Protection District is dedicated to  
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# District Policies

## PERSONNEL

PER – 783.1

## Y-C High School Instructor

Page 7 of 8

Issued: January 13, 2020

Operate motor vehicles (automobile and fire apparatus) requiring a standard Oregon Driver's License. Enter data into a personal computer to document incidents and reports. Must be able to distinguish colors, identify fire chemicals by smoke color, as well as to identify the NFPA 704m System (hazardous materials). Be able to detect the following: natural gas leaks, traffic sounds, sound of impending building collapse, alarms, sirens, calls for assistance, and other signs of alarm or warning.

Moves heavy objects (up to 185 pounds or more) including: 4" fire hoses, EMS and salvage equipment, smoke ejectors, and persons on backboards in performing firefighting, EMS, and related duties, for prolonged periods of time and at near maximum heart-rates. Physically fit to perform firefighting and related duties. Digs up the ground to fight brush fires and rescue trapped persons from cave-ins. Moves dirt and burned building debris. Work in small, cramped areas when rescuing trapped, endangered, or injured people. Work in a variety of weather conditions. Work with solvents, fuels, cleaning fluids, chemicals, and similar solutions using protective equipment to mitigate hazardous materials incidents. Cleans and maintains Fire District buildings, apparatus, and grounds according to district schedule.

### **Mental:**

Comprehends and makes inferences from written material, including Yamhill Fire Protection District Policy, Procedure and SOG manual, UFC, International Fire Service Training Association (IFSTA) manuals, EMT manuals, the Emergency Response Guide (ERG), and Department of Transportation (DOT) shipping placards and labels. Interprets equipment instructions and preplans in order to operate equipment. Reads and interprets plans. Learn job-related material through on-the-job training and in classroom settings regarding firefighting techniques and methods, firefighting equipment operation, and emergency medical service care.

### **Knowledge/Skill/Abilities:**

Knowledge of, firefighting methods and modern fire prevention practices; emergency medical methods and procedures; and overhaul and salvage operations, and skills in the operation and care of fire apparatus and equipment.

Ability to: learn a variety of methods and tasks in firefighting, fire prevention, and related activities; learn to operate heavy motorized firefighting equipment; function effectively in emergency situations; engage in moderate to strenuous physical activity and work long hours under emotional stress during emergency situations; participate in EMS and fire

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## District Policies

### PERSONNEL

PER – 783.1

### Y-C High School Instructor

Page 8 of 8

**Issued: January 13, 2020**

drills; participate in physical fitness programs and comply with district medical and fitness requirements; learn the street system and physical layout of the Yamhill Fire Protection District; understand and follow oral and written instructions; and establish and maintain effective working relationships with employees, coworkers, supervisors, and the general public. Attend drills and additional training in addition to scheduled work hours and will receive compensation at the district Y-C High School Instructor level.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Job descriptions are subject to change by the Fire Chief or Assistant Fire Chief as the needs of the District and requirements of the job change.