



Classification Description

Job Title: Fire Academy Supervisor

Pay Grade: 117

Job Code: 4051

FLSA Status: Exempt

Job Purpose

The Fire Academy Supervisor will oversee day-to-day operations of the Firefighter I/II Program sponsored by Florida SouthWestern State College, School of Health Professions, in partnership with the North Collier Fire Training Center. This position is responsible for the management of program's staff, records management, ensuring safe and effective training, and overseeing assigned equipment and apparatus. This position reports to the Director, Emergency Services.

General Responsibilities

Essential Functions

Develops and oversees discipline related curricula, assessment methods, and schedules that align with current Florida Bureau of Fire Standards and Training and Florida Department of Education curriculum frameworks.

Assess student learning, participates in program evaluation, and provides strategic planning as it relates to updates or enhancements to existing program and/or new programs.

Maintains accurate and timely records of students' attendance, students' academic progress, grades, and reports as required by the College and by the Florida Bureau of Fire Standards and Training.

Conducts one-on-one student advisements, course-specific student academic remediation, and student coaching/tutoring as necessary.

Develops and implements student-centered and student engaging classroom activities and methods of teaching and learning.

Contributes additional instructional support services, as needed.

Recruits, hires, and manages qualified personnel for the program. Promotes a working environment that is respectful of others and promotes honest two-way communications, feedback, and coaching of employees.

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Ensures all classroom management policies and procedures, including attendance taking and program-related dress code are enforced.

Maintains accessibility and ensures effective communication between instructors, students, College personnel, and Director. Serve as a liaison for off-campus site to other campus locations.

Supervises and coordinates schedules of adjunct faculty and clinical associates within the program; provides guidance and direction to assigned adjunct faculty and clinical associates for proper assessment and instructional techniques.

Oversees tracking, analyzing, and submission of all programmatic reports and/or documentation in a timely manner.

Ensures secure/effective record keeping and preparation for annual inspections that lead to the recertification of the training center.

Coordinates the Minimum Standards Course examination with the Florida Bureau of Fire Standards and Training.

Develops and maintains records that demonstrate outcome measures such as student records and employer data.

Visits training center on a regularly scheduled basis to ensure uniform and consistent practice within Florida Bureau of Fire Standards and Training and Florida Department of Education guidelines.

Maintains inventory of appropriate supplies and is accountable for all training materials, maintenance and certification of all equipment, apparatus, props, etc. for the program.

Coordinates with Director to monitor budget performance measures, adjusts operations to align with budget, and provide recommendations and supporting documentation to the Director in preparation for the program budget review.

Participates in admission selection efforts.

Participates in departmental, committee and other College meetings; attends local, state, and regional meetings to support the development of assigned programs.

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.

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Knowledge, Skills and Abilities

Minimum Qualifications

Baccalaureate degree from a regionally accredited institution of higher education.

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

Three (3) years of full-time professional work experience in the discipline area.

Must be able to work flexible schedule that may include evening and weekend assignments.

A demonstrated in-depth knowledge of the subject area to be taught.

Demonstrated experience using instructional technology, computers, and software applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- 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.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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.

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- 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 20 or more pounds.

Environmental: Normal general office.

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

Approved: December 1, 2022. Revised: July 1, 2023.