



Job Title	Fire and Life Safety Educator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	12673

Class Specification – Fire and Life Safety Educator

Summary Statement:

The purpose of this position is to provide educational programming in risk reduction throughout the community and to a broad range of ages, as well as to conduct educational research, marketing, and promoting the department’s vision, services, activities, and operations. Create, develop, and deliver fire and life safety programs to a broad range of audiences and age groups; develop training curriculum for a wide range of ages, demographics, and educational levels; conduct educational research and prepare clear and concise reports; using statistical methods to analyze and interpret data; research, recommend, and implement new safety programs; establish and maintain effective working relationships; perform fire setting risk assessment of juveniles who have been referred to the department; manage one or more educational programs to include program research and development, marketing, implementation, delivery, evaluation, analysis, program material development, distribution, and maintenance of program partnerships; conduct educational intervention classes for juveniles who have been involved in fire setting behavior; communicate clearly and concisely, both verbally and in writing; and schedule and coordinate fire and life safety events and presentations for the community, as well as internally.

Other duties include building community coalitions to strengthen program effectiveness; supervise interns and volunteers; locate and acquire sources of funding for related programs and events; write and distribute media releases; conduct media interviews; update and maintain social media to include website, social media sites, and project management software; attend professional meetings; maintain professional associations and discuss matters of mutual interest with other public education professionals; and develop and conduct internal training sessions for firefighter trainees and colleagues.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.



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35%	<p>Researches statistics and data to develop reports and educational programs; corresponds with staff, community and partners; attends meetings pertinent to position by corresponding via phone, e-mail, social media, and text messaging; prepares meetings agendas; records meeting minutes; prepares program curriculum; prepares PowerPoint presentations and adds videos, audio, and latest media technology; researches best program delivery materials and equipment; learns how to use new equipment; reads fire and life safety journals, newsletters, and manuals on current best practices for Fire and Life Safety field; corresponds with internal staff on projects; attends internal and community meetings; researches, writes, and develops programs for computer use; performs data analysis and program feedback compilation; uses new technologies and software such as iPads, iClicker system, and video systems; puts together program materials; and copies, prepares, and stages for volunteer groups to assemble.</p>
35%	<p>Delivers fire and life safety programs by scheduling and confirming presentations; review presentations and ensures audio/visual materials are working before program; packs and prepares materials; loads materials and delivers to site; sets up materials and audio/visual equipment; performs presentations; distributes materials to attendees; pass around visual aids; and move heavy equipment as needed.</p>
20%	<p>Conducts juvenile fire setting risk assessments and intervention classes by conducting assessment meetings with juveniles and guardians to perform surveys of a juvenile's fire setting risk level; enters risk data into database; makes referrals of juveniles to mental health services by writing and sending referrals; schedules assessment appointments via phone and e-mail; schedules class instructors; provides instructors with training materials and class updates; schedules and maintains guest speakers to include the acquisition of monthly stipend checks; sets up class materials and audio/visual materials; conducts and co-teaches classes; trains class instructors in latest curriculum; updates and changes class curriculum regularly to include new videos; incorporates new trends; and ensures all referring agencies are informed on program processes and details.</p>
10%	<p>Attends special events and media interviews by corresponding with partners on location, time, date, and topics to be presented; prepares and packs materials; loads materials to deliver to events; prepares talking points and educational information beforehand; represents CSFD at booth and distributes education information; talks with the public about fire and life safety topics; attends evacuation drills or department events;</p>



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	performs after event action items and evaluation; and enters data about event details.
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Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major coursework in education, communication, marketing, public administration, social work, or a related field.
Experience: Two years of full-time classroom teaching, public relations, or marketing experience with an extensive public speaking background.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Fire and Life Safety Educator Certification I	Within 6 months of start date
Fire and Life Safety Educator Certification II	Within 12 months of start date
Juvenile Fire Setter Specialist I	Within 12 months of start date
Juvenile Fire Setter Specialist II	Within 18 months of start date
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 700	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Supervision Received:
Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
This job title has no budgetary responsibility.

Physical Demands:
Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never



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Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, presentation equipment including projectors.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014