

TOMS RIVER TOWNSHIP FIRE DEPARTMENT Standard Operating Guidelines			
CHAPTER: 4	SECTION: 01	# OF PAGES: 6	
SUBJECT: INSTRUCTOR QUALIFICATIONS			
EFFECTIVE DATE: September 20, 2024	BY THE ORDER OF: Toms River Fire Academy Director and the JT Board of Fire Commissioners	SUPERSEDES ORDER #: TRFD SOG 4-01, eff. 11/08/23 and all revisions	

Purpose: The purpose of this document is to establish minimum qualifications and requirements for Toms River Fire Academy Staff Instructors. This document also establishes the Instructor application and review process.

Scope: The document outlines the different categories of Instructors utilized by the Toms River Fire Academy (TRFA) and the respective minimum qualifications required for each category.

I. Definitions:

- A. Deputy Director – an individual employed by TRFA to assist the Director in the operation of the Fire Academy. Coordinates with the Director and Chief Instructor creating the annual academy course schedule, interviewing candidate instructors, payroll review and other administrative duties as directed by the Director. Acts as the TRFA liaison to the Joint Board of Fire Commissioners in the absence of the Director.
- B. Chief Instructor – an individual employed by TRFA to develop and deliver administrative, technical, and specialized training programs. Ensures that accurate and complete records of training activities are maintained. Periodically evaluates and review the effectiveness of TRFA Staff Instructors and training programs. Ensure the policies and procedures for TRFA operations are enforced. Acts as the TRFA liaison to the Joint Board of Fire Commissioners in the absence of the Director and Deputy Director.
- C. Lead Instructor – an individual employed by TRFA to deliver basic and advanced training programs. Possesses the ability to design, develop, and deliver lesson plans for advanced and specialized training programs.
- D. Instructor – an individual employed by TRFA to assist the Lead Instructor in the delivery of basic and advanced training programs. Possesses the ability to instruct from a prepared lesson plan.

- E. Assistant Instructor – an individual employed by TRFA to assist instructors in the delivery of basic training programs. Assistant instructors will be supervised by senior instructors and administrative staff preparing them to be elevated to instructor.
- F. Adjunct Instructor – an individual who has subject knowledge and may teach at other academies or training centers, but not a staff instructor at TRFA
- G. Subject Matter Expert (SME) – an individual possessing specialized skill or knowledge that maybe beneficial to TRFA curriculum on an as needed basis.

II. TR Fire Training Center Instructor Participation

- A. To maintain full active instructor status, each employee must meet all NJDFS requirements, including annual acknowledgement of the Toms River Fire Training Center Code of Conduct.
- B. Minimum Participation Percentage
 - 1. Each instructor must submit availability to directly instruct, or ensure student/instructor ratio support is met. Each instructor is expected submit availability for a minimum of 2 live fire evolutions and 1 classroom presentation each month, approximately 12 hours. The chief instructor will schedule the shifts on the When 2 Work and he will make notification of assignments. Instructors that are not scheduled for specific live burns, etc., may be assigned other administrative or maintenance tasks. All instructors who withdraw from a shift are responsible to find reliable coverage by another instructor.
 - 2. In periods of live fire inactivity, instructors may request to perform facility maintenance to ensure rapid identification and repair of deficient areas due to normal wear and use.
 - 3. There is a list of TRFTC approved instructors that are considered Subject Matter Experts and Course/Program Lead instructors. These instructors may submit program delivery preparations and development for participation credits.
- C. Continuing Education Unit Program
 - 1. All instructors must complete and maintain ALL required NJDFS CEU's each year / certification cycle.
 - 2. CEU's must be relevant to the maintenance of instructor skills and meet the NJDFS and that of Fire Service Standards.
 - 3. CEU's must be relevant to technical changes and improvements in the instructor's specialties. This education must:
 - a. Be accredited by NJDFS, FEMA, NFA or other national organization or authority.
 - b. Be accredited in a certification issued by an entity accredited by the NJDFS or a recognized technical advisory board.
 - c. Be granted a Continuing Education Unit (CEU) or a applied credit value by a state or national CEU accredited entity. Examples of acceptable CEU's includes: training completed, certification, seminars, workshops, and conferences attended, publication of papers, and documented research work. The TRFTC Executive Staff shall have the power to review and make recommendations in cases where there is a question regarding whether the submitted material meets the TRFTC standard. The burden of proof that an alternative credential is fully equivalent to the requirements of this directive shall fall upon the applicant.

4. ALL INSTRUCTORS are responsible for furnishing their updated NJDFS Certificates, Course Completion, proof of CEU Class, updates and any other documentation required to be on file, to the TRFTC Executive Staff. Instructors with expired certifications will be suspended until they produce a current document.
5. All current instructors must be a member in good standing with their fire company. The academy administrative staff will confer with the company fire chiefs on an annual basis.

III. Inactive Status – Any instructor who fails to meet the minimum annual teaching and/or CEU requirements in a 90 day period, shall be placed on restricted status until satisfactory percentages and certification has been met. The instructor may regain his/her active status by completing both of the following:

- A. The minimum continuing or recertification of educational requirements for the current period.
- B. Upon receipt of evidence of such completion, the instructor shall be reinstated.
- C. If at the end of the calendar year, the instructor has not fulfilled this requirement or, if in any subsequent year the instructor fails a second time to meet the minimum annual teaching and continuing education requirements, the instructor shall be removed from the staff position of the roster.
- D. An instructor, who is in good standing, may, at his/her own written request to the director, be removed from active status for a period of no more than six months; and may request one (1) extension for a period of no more than one (1) year. The request(s) shall state the reason for inactive status and the anticipated date of return to active status. Before an instructor can be reinstated, he/she must provide evidence of all current certifications. If no such evidence is received at the end of two (2) years, the instructor shall be permanently dropped from the roster.

IV. Qualifications:

A. Deputy Director

1. Ten (10) years active service in a Township of Toms River Fire Company.
2. Seven (7) years active instructor level 2 with the Toms River Fire Academy.
3. Possess NJ Division of Fire Safety Certification as Fire Instructor Level II.
4. Possess NJ Division of Fire Safety Drill Ground Instructor.
5. Experience in preparing and operating an annual budget
6. Experience in creating and processing purchase requisitions
7. Experience in payroll systems
8. Demonstrate ability in the design, development, presentation and evaluation of technical, administrative, and specialized training programs.
9. Possess strong verbal and written communication skills.

B. Chief Instructor

1. Ten (10) years active service in a Township of Toms River Fire Company.
2. Four (4) years active instructor level 2 with the Toms River Fire Academy.
3. Possess NJ Division of Fire Safety Certification as Fire Instructor Level II.
4. Possess NJ Division of Fire Safety Drill Ground Instructor.

5. Demonstrate ability in the design, development, presentation and evaluation of technical, administrative, and specialized training programs.
 6. Possess strong verbal and written communication skills.
- C. Lead Instructor
1. Five (5) years active service in a Fire Department
 2. Two (2) years active level one instructor with the Toms River Fire Academy
 3. Possess NJ Division of Fire Safety Certification as Fire Instructor Level II.
 4. Possess NJ Division of Fire Safety Drill Ground Instructor.
 5. Possess strong verbal and written communication skills.
- D. Instructor
1. Possess NJ Division of Fire Safety Certification as Fire Instructor Level I or Level II.
 2. Possess NJ Division of Fire Safety Drill Ground Instructor
 3. Five (5) years active service in a Fire Department.
 4. Two (2) years active service in a Toms River Fire Company.
 5. One (1) year as an Assistant Instructor at the Toms River Fire Academy (this requirement may be waived based on instructor applicant's experience and approval of the Director).
 6. Possess strong verbal and written communication skills.
- E. Assistant Instructor
1. Possess NJ Division of Fire Safety Certification as Fire Instructor Level I.
 2. Possess NJ Division of Fire Safety Drill Ground Instructor
 3. Five (5) years active service in a Fire Department.
 4. Two (2) years active service in a Toms River Fire Company.
 5. Possess strong verbal and written communication skills
- F. Adjunct Instructor
1. Instructor that has the knowledge and experience to teach a subject being taught at TRFA but is not a staff instructor.
 2. Possess NJ Division of Fire Safety Certification as Fire Instructor Level I.
 3. Adjunct instructors will be vetted by the Director or designee
 4. Possess strong verbal and written communication skills
- G. Subject Matter Expert (SME)
1. An instructor who is a Subject Matter Expert (SME) in a specialized skill or knowledge on a topic(s) who is not a staff instructor but their knowledge will enhance the learning of the students in our academy.
 2. SME's qualifications will be vetted by the Director or designee.
 3. Possess strong verbal and written communication skills
- H. Instructor Certifications.
1. NJ Certified instructors are responsible to maintain CEU's and to submit those CEU's prior to their expiration date. Instructors whose certifications lapse will not

be allowed to instruct as part of the academy staff until a new certification is received.

2. Instructors are responsible for submitting copies of their certifications to the Director or Deputy Director of the academy.

I. Instructor Emeritus – Lifetime Membership Credit

1. Senior Staff instructors who have demonstrated their exemplary commitment and extraordinary contributions to the development of the Fire Training Center. In testimony to their values and commitment to the education of our many students. Providing leading edge training in fire suppression, command, safety and survival, leadership, in the ever-evolving topics and in the greatest tradition of the United States Fire Service. These instructors will be recommended by their peers, and endorsed by their Chief Officer to become eligible for Instructor Emeritus Status subject review and approval of the academy executive staff. The personnel selected for the honor will be forwarded to the Joint Board of Fire Commissioners for final approval.
2. Eligibility for Instructor Emeritus, will be an instructor of the TR FTC who is in good standing and maintains a current NJDFS Level I or II classification with twenty (20) or more years of continuous service. This title is honorary and would be considered as that of other than Staff Instructor criteria. Emeritus instructors are active instructors, and have discretion on scheduling.
3. Instructor Emeritus-Retired. instructors will be chosen to act as Subject Matter Experts and Adjunct Instructors based upon their availability.

V. Application Process

- A. Application – Openings for Instructors will be posted by Human Resources on the Toms River Fire Commissioner, District 1 website. An applicant for Instructor with the Toms River Fire Academy shall complete and submit the application for Instructor using the Fire District job application form along with the appropriate documentation that establishes the applicant meets the minimum knowledge and skill requirements (outlined in Section II.D) to the Director, Deputy Director or Chief Instructor.
- B. Interview and Skill Evaluation – After a review of the documentation by the Director and/or Deputy Director, the applicant will be interview by the Director, Deputy Director, Chief Instructor, Board Liaisons and both district administrators. Once the interviews are complete, the list finalists will be sent to the Joint Board of Fire Commissioners for final decision.
- C. Instructor progression to becoming a regular staff instructor
 1. New instructors with the Level I instructor certification will start out as Assistant Instructors. The assistant instructor will observe classroom lectures and assist as needed. The assistant instructor will also assist in hands on training evolutions as needed. The lead instructor for the session will decide what evolutions the assistant instructor can join in.
 2. Assistant instructors will be in a review / probationary status for a period of one year. At the end of the review period, the Director, with advisement from the Deputy Director or, Chief Instructor or other lead instructors, will decide when the assistant instructor will be elevated to regular instructor I.
 3. Level I instructors will be elevated to level II instructor after receiving their level II certification from NJ DFS and approval from the Director.
 4. Staff instructors may only be added to the payroll system as openings become

available. Instructors may be on staff but be paid via the Fire Commissioner's voucher system.

5. The Director reserves the right to start instructors at different levels based on their current certification level, training, years of service and experience in teaching and approved by the Joint Board of Fire Commissioners.