



Position Description

Merit Rank: Non-merit

Employment Status: Full-Time

Public Educator

GENERAL PURPOSE AND DUTIES

This position is responsible for developing, planning, and presenting public education programs as set forth by the Deputy Chief of Fire Prevention. This position also assists with disseminating information to the public in conjunction with or in the absence of the Media Coordinator.

SPECIFIC REQUIREMENTS

Working under the direction of the Deputy Chief of Fire Prevention, this position requires execution of specific technical duties, which include:

- Communicate effectively with a variety of citizens of varying ages and experience levels
- Possess an understanding of various public safety topics
- Adapt to changes in presentation media and styles
- Develop ability to transport, set-up, and operate simulators, props, and equipment used in the delivery of public education programs

SPECIAL CONSIDERATIONS

Public Educator activities require the ability to speak to various groups of citizens and visitors; convey important instructions at various levels; maintain a traditional level of professionalism while engaging in multiple types of educational programs.

QUALIFICATIONS

This position requires an extensive knowledge of fire and life safety issues and the ability to translate that knowledge into highly effective education programs through a variety of mediums in order to educate the broadest group of people. It requires knowledge of the equipment and techniques used in educating multiple age groups. It also requires a valid driver's license and the physical ability to move materials and equipment essential to the educational program being delivered. This position requires the inter-personal skills to effectively instruct and interact with the public in a professional manner.

Minimum education qualification of a high school diploma or GED with 3 years of teaching, education experience. Additionally, the Indiana Department of Homeland Security Public Fire and Life Safety Educator I/II certifications and State of Indiana Teaching Licensure are preferred.

REQUIREMENTS FOR MAINTENANCE OF POSITION

To maintain the position of Public Educator, the individual must be routinely present for work without excessive tardiness or unjustified absence and perform assigned tasks efficiently, accurately, and in a manner supportive of positive public service. The individual must also maintain a valid driver's license and pertinent certifications.