

Education Specialist

Fire Service Education and Training

POSITION SUMMARY

This position works under general direction and provides technical and administrative assistance to the Wisconsin Technical College System (WTCS) Fire Service Education and Training Team, including the WTCS Director for Fire Service. This position works with the WTCS Fire Service team and acts as an Agency liaison to the WTCS Fire Service Coordinators, Wisconsin Fire Department members, students and the general public regarding the Wisconsin Fire Service certification and testing process, procedures and implementation. The position is directly supervised by the Associate Vice President of Instructional Services.

35% A. Maintain security, program, and support the fire service certification examination process.

- A1. Manage, maintain, and build test banks per NFPA Standards for the examination process.
- A2. Revise and construct certification examination test banks per NFPA standard changes, vendor upgrades, and validation committee recommendations.
- A3. Ensure that each exam test item has been validated and correlated to the appropriate NFPA Standard and textbook.
- A4. Maintain and rotate examinations for all fire certifications including first and second retests for each.
- A5. Ensure examination security by tracking all examinations distributed and returned.
- A6. Utilizing ACADIS software, generate fire certification examinations and provide upon request to approved examiners.
- A7. Maintain electronic database in ACADIS software including candidate score, date of examination and level of certification examination.
- A8. Compute total scores and communicate confidential examination results to the Fire Education and Training Education Director and designated district or approved fire department staff.
- A9. Provide confidential candidate test analysis upon request to designated district or approved fire department staff.
- A10. Manage scheduling of all statewide certification practical skill examinations.
- A11. Manage selection, training and scheduling of Fire Service State Representatives.
- A12. Confirm each Fire Service Certification Practical Examination with district staff and State Representative and select Skills Stations for Fire Fighter I and Fire

Fighter II practical examinations.

A13. Provide customer support to districts and students.

20% B. Support WTCS Fire Service Education and Training certification system and electronic database according to accreditation standards.

B1. Maintain Testing and Certification System via ACADIS software.

B2. Train colleges on ACADIS Data System use.

B3. Train colleges on testing implementation.

B4. Review certification documentation to ensure that all requirements for respective certification level have been met.

B5. Assign International Fire Service Accreditation Seal Number.

B6. Enter pertinent student data; create and disseminate appropriate certificates and forward to technical college staff.

B7. Respond to inquiries of the certification process and procedures necessary for initial certifications and renewals.

B8. Review out-of-state certification for reciprocity and if requirements are met, issue Wisconsin certification.

15% C. Provide Administrative Support for Fire Service Education and Training state and federal grant awards.

C1. Prepare and submit grant applications as directed.

C2. Review all invoices and supporting documentation for accuracy. Approve and submit to WTCS fiscal staff for payment.

C3. Prepare and maintain electronic spreadsheet for reporting purposes, including quarterly FEMA training reports for the National Fire Academy and Assistance to Fire Fighters Grants and state reporting for the Wisconsin Emergency Management (WEM) Hazmat grants.

C4. Submit completed FEMA applications to the National Fire Academy ES.

C5. Manage filing system for Fire Service Education and Training Grants.

C6. Serve as agency liaison to WTCS district/approved fire department staff regarding payments received and payments due.

15% D. Monitor and maintain IFSAC accreditation.

D1. Review and edit policies/procedures to accommodate reaccreditation on a 5-year cycle.

D2. Ensure test banks are validated and correlation sheets are prepared for each accredited certification level.

D3. Update all documentation including preparation guides and exam administration handbooks for each level of accredited certification.

D4. Communicate accredited certification student reports to IFSAC on a quarterly basis.

D5. Participate as an active member on internal and external teams.

10% E. Provide administrative assistance to the Fire Service Education and Training Team.

E1. Create and edit reports and general correspondence for WTCS Fire Service Education and Training team including letters, memos, speeches, articles, etc.

E2. Coordinate meetings and class preparations for Fire Service initiatives including hotel/technical college district and equipment arrangements, catering, verification of contracts, preparation of agency purchase requisitions, final verification of arrangements upon receipt of participant roster. Prepare meeting materials and distribute to the necessary individuals.

E3. Present at conferences and training sessions related to fire service training and respond to questions regarding WTCS Fire Service Education and Training as appropriate.

E4. Review and oversee Travel Expense Form approval process for the Fire Service State Representatives, IFSAC Self-Study Team, instructors and presenters.

E5. Create statistical reports of the fire service certification activities for use by Fire Service Education and Training Director in predicting the needs in future training of fire service personnel.

E6. Maintain filing system for the WTCS Fire Service Education and Training team.

5% F. Miscellaneous duties.

F1. Monitor status of the Fire Service Education and Training Website; prepare and update Fire Service web documents.

F2. Maintain and update confidential online resources for state representatives, Fire Coordinators and WTCS fire instructors.

F3. Manage inventory of Fire Service training materials, including certification information and examination materials.

F4. Provide direction to applicable LTE Staff.

F5. Assist the Associate Vice President upon request.

F6. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of all WTCS Fire Service Education and Training policies and procedures.
2. Knowledge of Wisconsin Fire Certification Practical examination policies and procedures.
3. Strong organizational skills.
4. Strong attention to detail skills.
5. Strong written and oral communication skills.
6. Ability to maintain student confidentiality and examination security.
7. Ability to interpret, understand and communicate fire service certification requirements and examination procedures.
8. Ability to facilitate collaboration across various groups and amongst stakeholders.
9. Ability to interact effectively using strong interpersonal and communication skills.
10. Ability to effectively resolve problems and conflicts.
11. Ability to appropriately plan, set priorities and complete assignments.
12. Ability to represent the agency in a positive and professional manner consistent with agency mission, vision, and values.
13. Ability to learn ACADIS software and test bank management.
14. Ability to interpret NFPA Standards.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 5% of this position's duties.
- Must possess the ability to lift up to 50 lbs.