

JAC SUPERVISOR

4146

(No. 6 February 2007)

The JAC Supervisor is often a Fire Captain at the apprentice's station but may be an individual in a different classification as defined in [Section 4150, Instructor Qualifications](#). It is the responsibility of the JAC Supervisor to guide and assist the apprentice in performing the related and supplemental instruction. Related and supplemental instruction consists of lectures, demonstration, individual instruction, reading and study assignments, practice drills and/or review.

All related and supplemental training must be completely successfully passed. If an apprentice fails to pass an area of related and supplemental instruction, the JAC Supervisor must develop a program of study and practice to address specific areas of deficiency. If an apprentice fails a formal class from the related and supplemental progress notebook, the apprentice must repeat and successfully complete the course.

It is suggested that the JAC Supervisor and the apprentice determine when the apprentice should be re-evaluated on the training subject.

Each JAC Supervisor assigned to an apprentice shall provide supervised work experience, training, and instruction. The JAC Supervisor's responsibilities are to:

- 1) Establish a schedule each shift in order to complete the required training within the specified time frames. Provide instruction, demonstration, assignments, guidance and assistance to each apprentice in all subject areas outlined in the 1st, 2nd and 3rd year Progress Notebook.
- 2) Coordinate enrollment of the apprentice in formal classroom training subjects with the Unit Training Officer or JAC Coordinator.
- 3) Periodically administer written quizzes and oral quizzes, and performance demonstrations to determine the apprentice's progress. Document the results and maintain them in the apprentice's folder.
- 4) Periodically provide information to the Unit Instructor of Record concerning each apprentice's training progress.
- 5) Sign the apprentices CAL FIRE 304 Training Reporting form and forward to the Unit Instructor of Record. By signing the form, the JAC Supervisor is attesting to the accuracy of the information and the training received. **The Supervisor may not hold a personal relationship with the apprentice that challenges the definition of nepotism.**

- 6) Notify Unit JAC Coordinator when an apprentice work status changes (i.e. maternity leave, limited duty, out of class assignment, military leave, limited-term status)
- 7) Arrange for the administration of the first year written and performance examinations for each apprentice through the Unit JAC Coordinator. Forward the exam scores to the Unit Instructor of Record.
- 8) Arrange for the administration of the final year written and performance examinations for each apprentice through the Unit JAC Coordinator. Forward the exam scores to the Unit Instructor of Record. Be certain to include the date of the exams in the memo.
- 9) Review and sign the apprentice's completed Progress Notebook verifying satisfactory completion of required knowledge and performance objectives.
- 10) Notify the Unit JAC Coordinator when the apprentice has completed all training, work processes, time in grade and required examinations.
- 11) JAC Supervisors must meet the instructor qualifications to instruct related and supplemental training.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)