

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Fire Training Instructor – Fall 2026 semester

POSITION OVERVIEW

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester-by-semester basis.

TEACHING

Teaching responsibilities for this asynchronous online class may include time spent in the classroom, laboratory, industrial facilities, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, supervising or teaching clinical cooperatives or industry programs, and assigning grades according to existing Academy policy.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

DUTIES

- Teach an asynchronous undergraduate level course in firefighting.
- Manage and maintain all Canvas Learning Management System (LMS) materials related to the USCG1 Fire Fighting course
- Monitor student participation and course progress to ensure timely completion of online learning requirements.
- Maintain accurate student records, grades, and course documentation within the Canvas LMS. Generate reports on student progress, course completion, and grading as requested by program manager.
- Maintain confidentiality of student records and comply with institutional policies regarding academic records and data security.
- Recommend enhancements to Canvas course design, functionality, and instructional delivery to improve the student learning experience
- Respond promptly to student and instructor inquiries regarding course content, assignments, grading, technical navigation, and course expectations.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Office Hours required per week: Varies by assignment, typically 2-3 for an adjunct teaching 12 credits or more.
- Maintain situational awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS

- Ability to teach an asynchronous fire-fighting course.
- Knowledge of fire-fighting principles
- Ability to work independently while collaborating effectively with the manager of Fire Fighting.
- Familiarity with maritime education, USCG/STCW training requirements, and adult learning principles is preferred.
- Ability to supervise academic work by undergraduate students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Commitment to high quality teaching and fostering a positive learning environment for students
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

MINIMUM QUALIFICATIONS

- Fire Fighter training experience.
- Prior successful teaching/training experience desired.
- Membership in relevant professional organization(s).
- Applicable professional license(s).

SPECIAL CONDITIONS

- Background check is required
- Tobacco-free campus.
- Must present original copies of transcripts

COURSES/POSITIONS AVAILABLE

Serve as the instructor for the online asynchronous portion of the USCG1 fire-fighting training course using the Canvas LMS. Projected enrollment is more than 220 students.

Compensation starts at \$5,000
