

## Fire Instructor I Evaluation Checklist

**Evaluators:** Evaluators must become familiar with this grade sheet before attempting to grade the first student. The students receive from 2 to 5 points for each item listed and it is the responsibility of the evaluator to grade each student fairly and impartially. It is assumed that every student has the desire to complete this presentation and to do their best. This is not always the case so therefore if at any time a student displays an inappropriate attitude or fails to maintain a professional appearance or demeanor, the evaluator may fail the student regardless of the points given on the rating sheet. The evaluator will mark the "Failed" box and document the problems. Students are required to adhere to the time limit predetermined by the course instructor.

**Checklist Ratings:**    O – Outstanding                      S - Satisfactory  
    NI - Needs Improvement                      NA - Not Applicable

Name of Instructor	Time Started	Time Ended	Subject	Date	
Name of Evaluator					
	O	S	NI	NA	COMMENTS
<b>A. PREPARATION</b>					
<i>Introduction to Subject Matter</i>					
1. Objectives clearly stated					
2. Sequence of lesson briefly outlined					
3. Lesson related to past experiences and knowledge of student					
<b>B. PRESENTATION</b>					
<i>Content/Structure of Presentation</i>					
4. All objectives covered					
5. Lesson flowed smoothly from point to point					
6. Main points reviewed in conclusion					
<b>C. PRESENTATION SKILLS</b>					
7. Eye contact made with students					
8. Movements and gestures natural and appropriate, not forced or distracting					
9. Visual aids used effectively					
<b>D. COMMUNICATION SKILLS</b>					
10. Correct enunciation and grammar used					
11. Excessive use of distracting mannerisms such as "Ahs" & "Oks" not evident					
12. Instructor's voice quality, volume, & variation (pitch, rate, inflection) appropriate for group and classroom size					

	O	S	NI	NA	
<b>E. DEMONSTRATION SKILLS</b>					
13. Skills properly introduced and demonstrated					
14. Key points and safety stressed					
<b>F. CLASSROOM MANAGEMENT</b>					
15. Proper control of classroom maintained					
16. Appropriate techniques used to assist and motivate students					
17. Time managed appropriately					
18. Student participation encouraged					
<b>G. PERSONAL QUALITIES</b>					
19. Thorough knowledge of subject matter demonstrated					
20. Instructor's professionalism set the proper example for bearing, behavior and dress					
Total number of checks in each column					
Points received for each rating	5	4	2	5	
Multiply number of checks by the points					
Add all points across					_____ TOTAL POINTS RECEIVED

<b>OVERALL PERFORMANCE RATING</b>	
	<b>Outstanding-</b> Over all score of 90 and above. No items rated "Needs Improvement"
	<b>Satisfactory-</b> Over all score of 80 to 89
	<b>Needs Improvement-</b> Over all score of 70 to 79
	<b>Unacceptable-</b> Over all score of 69 or below

Performance Test Station	Passed	Failed	Evaluator Initials	Candidate Initials
Presentation Grade				

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_