

FIRE INSTRUCTOR I

PRACTICAL SKILLS MATERIALS

Based on *NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition.

To be used with Jones and Bartlett's *Fire Service Instructor Principles and Practices*, 2nd edition.



Alabama Fire College

June 2016
Revised 07/21/17



ALABAMA FIRE COLLEGE

Fire Instructor I

Grading Rubric

Revised 09/07/16

Project completion must be the original work of the individual. Submissions are required in Microsoft Office or Adobe PDF format. The Projects are developed to meet the intent of the standard and prepare the individual to function as a Fire Instructor I. The Project work is evaluated by an evaluator not involved with the instruction of the course.

Project #	Points Possible
Project # 1 NFPA 4.2.3, 4.2.4, 4.2.5	20
Project # 2 NFPA 4.5.2	15
Project # 3 NFPA 4.5.3, 4.5.4, 4.5.5	15
Project # 4 NFPA 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5 4.4.6 4.4.7	50
Total Points	100

(All projects are individual projects (not group))

Project # 1 NFPA 4.2.3, 4.2.4, 4.2.5	Points Possible
Prepare Request for Resources <ul style="list-style-type: none"> • Identifies and documents resources required to meet training goals, drafts an email to the training chief regarding the course and the resources needed, completes the resource request form. 	10
Schedule single instructional sessions <ul style="list-style-type: none"> • Completes a training schedule 	5
Training records <ul style="list-style-type: none"> • Completes a training record to include: Attendance roster, date/time of training, method of instruction, instructor(s), instructional materials, and total training hours. (must include all for max points) 	5
Total Points	20

Project # 2 NFPA 4.5.2	Points Possible
Administer an oral test <ul style="list-style-type: none"> • Utilizes oral communication to provide the test instructions, utilizes oral questioning techniques to administer the test 	5
Administer a written test <ul style="list-style-type: none"> • Communicates test instructions consistently, administers the test while maintaining test security. 	5
Administer a performance test <ul style="list-style-type: none"> • Communicates test instructions consistently, utilizes the skills check list. 	5
Total Points	15

Project # 3 NFPA 4.5.3, 4.5.4, 4.5.5	Points Possible
Grade student written test <ul style="list-style-type: none"> • Accurately grades the written exams 	5
Report Test Results <ul style="list-style-type: none"> • Accurately completes the report form, notes any unusual circumstances. 	5
Provide evaluation feedback <ul style="list-style-type: none"> • Specific feedback is communicated, includes coaching suggestions for improvement based on the data. 	5
Total Points	15

Project # 4 NFPA 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7	Points Possible
Resource analysis <ul style="list-style-type: none"> • Completes resource analysis worksheet (5 points) 	5
Prepared lessons <ul style="list-style-type: none"> • Obtains lesson plan (2 points) • Obtains props/training aids (2 points) • Utilizes at least two methods/techniques of instruction (3 points) • Lesson plan meets learning objectives (3 points) 	10
Presentation evaluation score 47-50= 35 points 43-46= 32 points 39-42= 28 points 35-38= 24 points 31-34= 20 points 27-30= 16 points 23-26= 12 points 19-22= 8 points 15-18= 4 points <15= 0 points	35
Total Points	50



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Fire Instructor I

(NFPA 1041, Chapter 4, 2012 edition)

Project Grade Sheet

(Projects must be completed individually)

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(Proctors: Collect Project Grade Sheet & project work ONLY if AFC_Online is NOT being used for project submission)

Last Four Digits of SSN: _____

Student Name: _____

Graded Item	JPRs	Possible Points	Final Score
Project 1 – Facilitate and conduct shift training	4.2.3, 4.2.4, 4.2.5	20	
Project 2 – Administer Oral, written and performance tests	4.5.2	15	
Project 3 – Grade tests and provide feedback	4.5.3, 4.5.4, 4.5.5	15	
Project 4 – Final Presentation	4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5 4.4.6 4.4.7	50	
Total Project Points Awarded		100	

Student's Signature

Instructor's Printed Name & Signature

Project 4 Evaluator's Printed Name & Signature

Certification Evaluator's Printed Name & Signature

ALABAMA FIRE COLLEGE
FIRE INSTRUCTOR I - PROJECT 4 - STUDENT PRESENTATION GRADE SHEET
 (NFPA 1041, 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7)

Candidate Name: _____

Speech Topic _____ **Date:** _____

Evaluator Name: _____

Evaluator Signature: _____

Lesson plan obtained: Yes/No
 Props/training aids obtained: Yes/No
 At least 2 methods/techniques of instruction utilized: Yes/No
 Lesson met learning objectives: Yes/No

Candidate Points Received: _____ of 50 points
(Refer to Grading Rubric for Final Presentation Evaluation Score)

The application, assignment and evaluation step in the student's presentation can occur in any part of the presentation.
 It does not have to occur during the summary to receive those points.

1. Classroom setup
 ___ Props and training aids in place
 ___ Absence of non-applicable distracters

2. Appearance
 ___ Physical appearance is neat and clean

3. Speaking Voice
 ___ Uses a clear speaking voice with proper fluctuations
 ___ Uses transitions effectively
 ___ Tone shows enthusiasm

4. Grammar
 ___ Speaks in complete sentences
 ___ Verbiage tailored to audience
 ___ Does not use slang unless appropriate
 ___ Pronunciation clear and accurate

5. Objectives
 ___ Clearly states in beginning of presentation
 ___ References during delivery
 ___ Motivation/coaching enforces objectives
 ___ Re-emphasizes during summary

6. Motivation/Preparation
 ___ Occurs during beginning of presentation
 ___ Reinforces during delivery
 ___ Delivers enthusiastically
 ___ Directly related to subject

7. Appropriate teaching techniques & methods for the level being taught
 ___ Tailors instruction to level being taught
 ___ Applies appropriate methods & techniques for the audience being taught

8. Sequence of Instruction
 ___ Material is built one step at a time
 ___ Main points are emphasized sequentially & meet objectives

9. Instructor knowledge
 ___ Evidence of knowledge of topic beyond material in lesson plan
 ___ Material is taught and not read

10. Questions
 ___ Questions used to encourage participation
 ___ Answers questions accurately or explains questions will be researched
 ___ Does not bluff
 ___ Various questioning techniques used

11. Class control
 ___ Uses activities to control flow
 ___ Minimizes distractions and keeps conversation related to topic
 ___ Handles class participants
 ___ Corrects disruptive behavior

12. Mannerisms
 ___ Transitional sayings are not dominate
 ___ No obvious distracting mannerisms
 ___ No use of crutches
 ___ Does not pace excessively

13. Lesson plan
 ___ Lesson plan is structured & delivered in sequential manner with identifiable transitions from one main point to another
 ___ Delivers at a constant rate of speed
 ___ Instructor teaches without losing place in lesson plan
 ___ Does not add non-relevant information into presentation

14. Training aids
 ___ Uses training aids/multi-media equipment properly
 ___ Implements training aids at proper time
 ___ Transition between aids and lecture is smooth
 ___ Media is organized and non-distracting
 ___ Identifies proper use, care, & maintenance as appropriate per manufacturer's instructions

15. Summary
 ___ Summarizes each main point
 ___ Application step is addressed
 ___ Assignments are made
 ___ Evaluation step is addressed
 ___ Does not field too many questions to make up time

Total Presentation Time: _____

NOTE:
Students receive 1 point for each item accomplished. 1 point should be subtracted for each minute the presentation is below 8 minutes or above 12 minutes.
Students should clean equipment as needed and prepare the area for the next presentation.

Evaluator Comments:

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