

FIRE INSTRUCTOR III

PRACTICAL SKILLS MATERIALS

Based on *NFPA 1041: Standard on Fire & Emergency Services Instructor Professional Qualifications*, 2019 Edition.



ALABAMA FIRE COLLEGE

AUGUST, 2020
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ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



Fire Instructor III Grading Rubric

Reference source: NFPA 1041, *Standard for Fire & Emergency Services Instructor Professional Qualifications*, 2019 Edition

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

Project 1- NFPA 1041 - 6.3.2	Points Possible
Conduct an agency needs analysis <ul style="list-style-type: none"> • Conducts needs analysis (4 points) • Conducts gap analysis (4 points) • Interprets data (1 points) • Conducts research (1 point) 	10
Total Points	10

Project 2- NFPA 1041- 6.2.3	Points Possible
Develop recommendations for policies <ul style="list-style-type: none"> • Develops 2 policies for training-related issue (2 points) • Contains training program goals (2 points) • Establishes minimum requirements (2 points) • Demonstrates technical writing and decision-making skills (2 points) • Describes policy distribution (2 points) 	10
Total Points	10

Project 3- NFPA 1041-6.2.4	Points Possible
Select instructional staff <ul style="list-style-type: none"> • Creates hiring policy that outlines minimum requirements for the position (2 points) • Develops scoring matrix for candidates to be used during interview process (2 point) • Evaluates and records candidates based on the hiring matrix (2 points) • Recommends candidate based on policy and process to the Fire Chief via memo (2 point) • Develops annual performance evaluation (2 points) 	10
Total Points	10

Project 4 - NFPA 1041-6.2.2, 6.5.2	Points Possible
Develop a training records system policy <ul style="list-style-type: none"> • Identifies legal requirements (1 point) • Develops a records policy (3 points) • Demonstrates how distributed (1 point) 	5
Develop a policy for acquisition, storage, & dissemination of evaluation results (2 points) <ul style="list-style-type: none"> • Details how evaluation results are: <ol style="list-style-type: none"> a) Acquired 	2

b) Stored c) Disseminated d) Accessed	
Legal and ethical issues identified (3 Points)	3
Total Points	10

Project 5 - NFPA 1041- 6.2.5, 6.2.8, 6.5.5	Points Possible
Develop recommendations and policies to support the training program <ul style="list-style-type: none"> • Develops a recommendation and policy on recruit performance (2 points) • Develops a recommendation and policy on instructor performance, including evaluation frequency (2 points) • Displays technical writing skills (1 point) • Assesses test validity using item test analysis techniques (3 points) 	8
Evaluation findings <ul style="list-style-type: none"> • Submit recommendation(s) to the Fire Chief (2 points) 	2
Total Points	10

Project 6 - NFPA 1041- 6.2.5, 6.3.3, 6.3.4, 6.3.5, 6.3.6, 6.5.3, 6.5.4	Points Possible
Creates an instructor evaluation form to be completed by the students <ul style="list-style-type: none"> • Creates an instructor evaluation form (5 points) 	5
Design programs or curricula <ul style="list-style-type: none"> • Design an orientation program (4 points) • Write program goals (2 points) • Create program evaluation (4 points) Modify an existing curriculum <ul style="list-style-type: none"> • Selects course reference materials (1 point) • Write course goals for modified curriculum (technical writing) (2 points) • Write course objectives for modified curriculum correlated to JPRs (2 points) • Create a course content curriculum (3 points) 	18
Submits evaluation findings, conclusions <ul style="list-style-type: none"> • Submit results to the Fire Chief (2 points) 	2
Total Points	20

Project 7 - NFPA 1041- 6.2.6, 6.2.7	Points Possible
Write equipment purchasing specifications <ul style="list-style-type: none"> • Identify needed resources (3 points) • Develop specs (2 points) • Plan for approximate costs (3 points) • Prioritize list of needed resources (3 points) • Draft a letter to Fire Chief (3 points) • Draft invitation to bid letter (3 points) • Draft an award letter (3 points) 	20
Total Points	20

Project 8 - NFPA 1041- 6.2.8	Points Possible
Presents evaluation findings, conclusions <ul style="list-style-type: none"> • Submit Presents to committee panel (5 points) 	5
Total Points	5