

FIRE AND EMERGENCY SERVICES INSTRUCTOR III

PRACTICAL SKILLS MATERIALS

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



ALABAMA FIRE COLLEGE

AUGUST, 2020
REVISED OCTOBER 4, 2020
REVISED NOVEMBER 28, 2020
REVISED NOVEMBER 30, 2021

ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



Fire and Emergency Services Instructor III
Grading Rubric
Reference source: NFPA 1041, <i>Standard for Fire & Emergency Services Instructor Professional Qualifications</i> , 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 and Emergency Services 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 point) • 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 points) • 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 points) • 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"> Acquired Stored Disseminated Accessed 	2
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
Design programs or curricula <ul style="list-style-type: none"> Design an orientation program (5 points) Write program goals (3 points) Create program/instructor evaluation form (4 points) 	23
Modify an existing curriculum <ul style="list-style-type: none"> Selects course reference materials (1 point) Select one topic from your orientation program (1 point) Write course goals for modified curriculum (technical writing) (3 points) Write course objectives for modified curriculum correlated to JPRs (3 points) Create a course content curriculum (3 points) 	
Submits evaluation findings, conclusions <ul style="list-style-type: none"> Submit results to the Fire Chief discussing the program (2 points) 	2
Total Points	25

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 of scenario with highest priority (2 points) • Plan for approximate costs (3 points) • Prioritize list of needed resources (3 points) • Draft a memo to Fire Chief identifying your plan and justification (3 points) • Draft invitation to bid letter of scenario with highest priority (3 points) • Draft an award letter of scenario with highest priority (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"> • Developing presentation discussing evaluation findings & conclusions of the assigned project (5 points) 	5
Total Points	5