

FIRE INSTRUCTOR I

PRACTICAL SKILLS MATERIALS

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



ALABAMA FIRE COLLEGE

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ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



Fire and Emergency Services Instructor I
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 and each project must be submitted to pass practical skills portion of this course. 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 and Emergency Services Instructor I. The Project work is evaluated by an evaluator not involved with the instruction of the course.

(All projects are individual (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 (4 Points) • Drafts an email to the training chief regarding the course and the resources needed (4 Points) • Completes the resource request form (2 Points) 	10
Schedule single instructional sessions <ul style="list-style-type: none"> • Completes a training schedule (4 Points) 	4
Complete Training records (1 Point Each) <ul style="list-style-type: none"> • Attendance roster • Date/time of training • Method of instruction • Instructor(s) • Instructional materials • Total training hours 	6
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 (3 Points) • Utilizes oral questioning techniques to administer the test (2 Points) 	5
Administer a written test <ul style="list-style-type: none"> • Communicates test instructions consistently (2 Points) • Administers the test while maintaining test security (3 Points) 	5
Administer a performance test <ul style="list-style-type: none"> • Communicates test instructions consistently (3 Points) • Utilizes the skills check list (2 Points) 	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 points) 	5
Report Test Results <ul style="list-style-type: none"> • Accurately completes the report form (3 Points) • Notes any unusual circumstances (2 Points) 	5
Provide evaluation feedback <ul style="list-style-type: none"> • Specific feedback is communicated (3 Points) • Includes coaching suggestions for improvement based on the data (2 Points) 	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
Total is completed by presentation evaluator (Presentation Sheet is to be returned to AFC Certification Unit)	50
Total Points	50

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Fire and Emergency Services 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) (Revised 07/29/20)

Candidate Name	
Speech Topic	
Evaluator Name	
Evaluator Signature	
Points Received (Max 50)	

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
- 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
- Does not pace excessively

13. Lesson plan

- Lesson plan is obtained, 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

16. Methods/Techniques of Instruction

- Minimum of 2

17. Resource Analysis

- Completed worksheet

Total Presentation Time:

NOTE:

Assign 1 point for each item accomplished. 1 point should be subtracted for each minute the presentation is below 8 mins or above 12 mins. Students should clean equipment as needed & prepare the area for the next presentation.

Evaluator Comments:

Resource Analysis

(Complete & Provide to your Evaluator for Project 4)

Lesson Title				
Methods of Instruction				
Learning Objectives				
Training Facility				
Audio/Visual Needs				
Other Resources Required (hand tools, extinguishers, props, etc.):				
Lesson plan obtained?	YES		NO	
Props/training aids obtained?	YES		NO	
Does the lesson plan meet learning objectives?	YES		NO	
Are the facilities clean, comfortable, and conducive to learning?	YES		NO	
Is audio/visual equipment working properly?	YES		NO	
Do you understand how to operate audio/visual equipment?	YES		NO	
If needed, have you secured other materials (textbooks, worksheets, writing utensils, etc.)?	YES		NO	