Fire and Emergency Services Instructor I

SKILL SHEETS

The following skills sheets are meant to be printed double-sided. This allows the candidate to view the instructions and description without viewing the steps.

Evaluators may not evaluate a skill if a conflict of interest exists. A conflict may be defined as an interest that affects or appears likely to affect the judgement or conduct of an individual associated with the skills testing process. An evaluator may not participate in the skills testing process for an immediate family member, classmate or co-worker.

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Fire and Emergency Services Instructor I
Training Records & Report Forms
Skill Sheet 1

Standard: 4.2.5 NFPA 1041, 2019 Edition	Task: Complete training records and report forms.			
Performance outcome: The candidate will complete training records and reports, given policies and procedures, so that required reports are accurate and submitted in accordance with procedures.				
Conditions: Given policies and procedures, forms, and conditions, the candidate shall demonstrate the ability to:				

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review policies and procedures for reporting results and processing records and reports				
2.	Alphabetize student documents				
3.	Transfer student information onto correct form				
4.	Transfer information legibly and accurately complete all training documentation				
5.	Use basic report writing techniques				
6.	Complete records and report any unusual circumstances				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

☐ I acknowledge not passing this skill station.

Fire and Emergency Services Instructor I
Assemble Course Materials
Skill Sheet 2

Standard: 4.2.2 NFPA 1041, 2019 Edition	Task: Assemble and review instructional materials.

Performance outcome: The candidate will assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.

Conditions: Given a specific topic, target audience, and learning environment, the candidate shall demonstrate the ability to:

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Assemble projectable and non-projectable instructional supplies				
2.	Evaluate equipment and local conditions to identify the need for additional resources				
3.	Evaluate facility for suitability				
4.	Identify limitations to lesson delivery and make appropriate adjustments				
5.	Route, file, and/or forward report in accordance with policy and local agency criteria				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

☐ I acknowledge not passing this skill station.

Fire and Emergency Services Instructor I
Adapt a Lesson Plan and Review Instructional Materials
Skill Sheet 3

Standard: 4.3.2, 4.3.3, NFPA 1041, 2019 Edition		Task: Review and adapt a prepared lesson plan.			
Performance outcome: The candidate will review instructional materials, given the materials for a specific topic, target audience, learner characteristics, and learning environment so that elements of the lesson plan, learning environment, and resources that need adaption are identified. The candidate will also adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.					
Conditions: Given course materials and a specific topic, target audience, environment, and an assignment, the candidate shall demonstrate the ability to:					

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review instructional materials, prepared lesson plan, resources for topic, target audience, and learning environment				
2.	Analyze classroom, laboratory, or outdoor learning environment with considerations given for lighting, distractions, climate, weather, noise, seating, audiovisual equipment, teaching aids, and student safety				
3.	Adapt lesson based on capabilities of the facility.				
4.	Adapt lesson based on resources available.				
5.	Adjust to differences in learning styles.				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

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Fire and Emergency Services Instructor I
Classroom Organization (Learning Environment)
Skill Sheet 4

Standard: 4.4.2, NFPA 1041, 2019 Edition	Task: Organize the classroom, laboratory, or outdoor learning environment.

Performance outcome: The candidate will organize the learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather conditions, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed.

Conditions: Given a facility and an instructional assignment, the candidate shall demonstrate the ability to:

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Address lighting considerations				
2.	Consider internal and external distractions				
3.	Make considerations concerning climate control or weather conditions				
4.	Arrange seating appropriate for the location				
	Evaluator will select one of the following seating arrangement styles: A: Fan B: Classroom C: Auditorium D: Conference E: Chevron Style F: Horseshoe G: Circled Chair				
5.	Place audiovisual equipment in optimal location				
6.	Collect, inspect, and arrange teaching aids				
7.	Communicate safety responsibilities and/or considerations to the evaluator				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

☐ I acknowledge not passing this skill station.

Fire and Emergency Services Instructor I
Presentation
Skill Sheet 5

Standard: 4.4.3 NFPA 1041, 2019 Edition	Task: Present and adjust prepared lesson plans.

Performance outcome: The candidate will present and adjust prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objective or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. Candidate will present for a minimum of 20 minutes; presentation will not exceed 25 minutes.

Conditions: Given a prepared lesson plan that specifies the presentation method(s), the candidate shall demonstrate the ability to:

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Introduce themselves to the student				
2.	Introduce subject matter				
3.	Explains why material is important and how it will be useful to the student				
4.	Explains objectives				
5.	Present new skill, concepts, and/or procedures according to the prepared lesson plan				
6.	Directs students towards meeting objectives				
7.	Demonstrates new skills competently (if applicable)				
8.	Achieve learning outcomes				
9.	Maintains class continuity; ability to adapt to changing circumstances				
10.	Delivers lesson in an efficient and effective manner				
11.	Voice is clear, effectively pitched, and well-modulated and reasonably free of language errors				
12.	Style is reasonably free of mannerisms materially detracting to teaching effort				
13.	Complete presentation within allotted time frame (20-25 min)				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

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Fire and Emergency Services Instructor I
Adjust to Differences in Learning Characteristics
Skill Sheet 6

Standard: 4.4.4, 4.4.5 NFPA 1041, 2019 Edition	**Task:** Adjust to differences in learner characteristics and utilize instructional technology tools.

Performance outcome: The candidate will adjust to differences in learner characteristics, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained. The candidate will also operate instructional technology tools and demonstration devices, given a learning environment and equipment, so that the equipment functions, the intended objectives are presented, and the transitions between media and other parts of the presentations between media and other parts of the presentation are accomplished.

Conditions: Given an instructional environment and a scenario, the candidate shall demonstrate the ability to:

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adjust to differences in learning style, ability, or behavior				
2.	Adjust to changes in the classroom environment				
3.	Use basic coaching and motivational techniques				
4.	Correct disruptive behaviors				
5.	Provide students an opportunity to work under supervision				
6.	Provide a safe learning environment				
7.	Adaption of lesson plan or materials to specific instructional situations				
8.	Did the candidate satisfactory and smoothly utilize instructional technology tools?				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

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Fire and Emergency Services Instructor I
Prepare Request for Resources
Skill Sheet 7

Standard: 4.2.3, 4.2.4 NFPA 1041, 2019 Edition	Task: Prepare resource requests and schedule single instructional session

Performance outcome: The candidate will prepare a request for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented; schedule single instructional sessions in accordance the AHJ scheduling procedures including instructional facilities and a timeline for delivery.

Conditions: Given an identified training need, the candidate shall demonstrate the ability to:

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1	Identify and document resources required to meet training goals				
2.	Draft email to Training Chief regarding the course and resources needed				
3.	Completes resource request including a training schedule				
4.	Prepare training records (class roster, date, time, method of instruction, instructor, materials needed, and total training hours).				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

_____   ☐ Candidate achieved a passing score of 100%.
Evaluator's signature

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Retest evaluator's signature

_____   ☐ I acknowledge not passing this skill station.
Candidate's signature

Fire and Emergency Services Instructor I
Evaluation and Testing
Skill Sheet 8

Standard: 4.5.2, 4.5.3, 4.5.4 NFPA 1041, 2019 Edition	Task: Administer oral, written, or performance tests; grade and report examination results.			
Performance outcome: The candidate will accurately administer oral, written, and performance tests, given a lesson plan, evaluation instruments, and evaluation procedures of the AHJ, so that bias or discrimination is eliminated, the testing is conducted according to procedures and the security of the materials is maintained; grade student tests, given class answer sheets or skills and appropriate answer keys, so the examinations are accurately graded and properly secured; and report tests results are properly reported according to procedures and unusual circumstances are reported.				
Conditions: Given a policies and procedures, a lesson plan, evaluation instruments, and the evaluation procedures, the candidate shall demonstrate the ability to:				

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Orally quiz key points				
2.	Conduct testing according to procedures				
3.	Accurately score test using skills checklists or appropriate written test answer key				
4.	Maintain security of test scores and exams and confidentiality of results				
5.	Report and record testing scores				
6.	Report any unusual testing circumstances to the proper authority				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

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Evaluator's signature

☐ Candidate achieved a passing score of 100%.

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Retest evaluator's signature

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Candidate's signature

☐ I acknowledge not passing this skill station.

Fire and Emergency Services Instructor I
Provide Evaluation Feedback
Skill Sheet 9

FIRE SERVICE TRAINING
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Standard: 4.5.5 NFPA 1041, 2019 Edition	Task: Provide evaluation feedback to student(s).

Performance outcome: The candidate will provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.

Conditions: Given evaluation data and a task, the candidate shall demonstrate the ability to:

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Emphasize and review key procedures, sequences, and concepts				
2.	Coach student(s). Check for the correct any errors				
3.	Diagnose student readiness for evaluation step				
4.	Evaluate student performance				
5.	Identify action to be taken to correct deficiencies				
6.	Encourage student(s) with productive feedback				
	Did candidate perform the skill swiftly, safely, and with competence?				

Candidate must successfully complete 100% of the required steps to achieve a passing grade.

Evaluator/candidate comments:

_____
Evaluator's signature

☐ Candidate achieved a passing score of 100%.

_____
Retest evaluator's signature

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Candidate's signature

☐ I acknowledge not passing this skill station.