



State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



# Fire Service Instructor I Evaluation Skill Sheet Index

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<b>Skill Sheet #:</b> FSI - 1	<b>Primary Task:</b>	<b>Resource Request</b>	
<b>Objective(s) :</b> 4.2.3, 4.2.3(A)(B)	<b>NFPA Standard:</b> 1041 2019 Edition <b>Candidate #:</b>		
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Analyzes training goal(s) and current resources		
2	Identifies additional resources required to attain training goal(s)		
3	Documents need for additional resources		
4	*Submits resource request in accordance with SOPs, guidelines, requirements		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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<b>Skill Sheet #:</b> FSI I - 2	<b>Primary Task:</b>	<b>Schedule Training</b>	
<b>Objective(s) :</b> 4.2.4, 4.2.4(A)(B)	<b>NFPA Standard:</b> 1041 2019 Edition <b>Candidate #:</b>		
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Analyzes training assignment and goal(s)		
2	Analyzes department scheduling procedures, instructional resources and facilities		
3	Identifies timeline for training session completion		
4	*Schedules training session(s) according to department procedures		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number tasks candidate must complete to pass			<b>3</b>

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<b>Skill Sheet #:</b> FSI I - 3	<b>Primary Task:</b>	<b>Training Records and Report Forms</b>	
<b>Objective(s):</b> 4.2.5, 4.2.5(A)(B)	<b>NFPA Standard:</b> 1041 2019 Edition <b>Candidate #:</b>		
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Provides an accurate and legible report		
2	Includes format as appropriate for subject matter or report		
3	Assures content is correct, concise, and objective		
4	*Includes all pertinent dates, times, places, and required data		
5	Uses proper form, sentence structure, grammar, spelling, and syntax		
6	Ensures report(s) is/are complete		
7	Submits in accordance with SOPs, guidelines, requirements		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number tasks candidate must complete to pass			<b>5</b>

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<b>Skill Sheet #:</b> FSI I - 4	<b>Primary Task:</b> Review and Adapt Prepared Instructional Materials		
<b>Objective(s):</b> 4.3.2, 4.3.2(A)(B), 4.3.3, 4.3.3(A)(B), 4.4.2, 4.4.2(A)(B)		<b>NFPA Standard:</b> 1041 2019 Edition <b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1	Considers target audience, objectives and learning environment		
2	Analyzes and adapts elements of the lesson plan		
3	Analyzes and adapts learning environment and classroom arrangement		
4	Analyzes and adapts instructional materials and audiovisual equipment		
5	Delivers or describes delivery of revised program		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>4</b>	

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<b>Skill Sheet #:</b>	<b>FSI I - 5</b>	<b>Primary Task:</b>	<b>Present Lesson</b>	
<b>Objective(s) :</b>	4.4.3, 4.4.3(A)(B)	<b>NFPA Standard:</b>	1041 2019 Edition	
		<b>Candidate #:</b>		
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			<b>1st</b>	<b>2nd</b>
1	*Includes Preparation/Motivation elements			
2	Communicates objectives			
3	Utilizes effective presentation delivery methods			
4	*Delivers Presentation step accurately to reflect content and objectives			
5	Elicits student participation and feedback			
6	*Includes Application step			
7	*Includes Evaluation step			
8	Presents lesson within specified time limit			
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		<b>6</b>
			Total number tasks candidate must complete to pass	

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<b>Skill Sheet #:</b> FSI I - 6	<b>Primary Task:</b> Adjust to Specific Instructional Situations and Manage Disruptive Behavior		
<b>Objective(s):</b> 4.4.4, 4.4.4(A)(B)	NFPA Standard: 1041 2019 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1	Identifies disruptive behavior		
2	Formulates plan to address problem		
3	Engages student for corrective action		
4	Monitors student for plan compliance		
5	Adjust to differences in learner charecteristics, abilities and cultures.		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>4</b>	

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<b>Skill Sheet #:</b>	<b>FSI I - 7</b>	<b>Primary Task:</b>	<b>Operate Instructional Technology Tools</b>	
<b>Objective(s):</b>	4.4.5, 4.4.5(A)(B)	<b>NFPA Standard:</b>	1041 2019 Edition	
		<b>Candidate #:</b>		
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			<b>1st</b>	<b>2nd</b>
1	Selects appropriate technology or demonstration device			
2	Sets up equipment and ensures it is ready for use			
3	Positions for adequate viewing by entire audience			
4	Loads projectable materials into computer or writes legibly			
5	*Projects clear and focused image.			
6	Turns off unit or erases images			
7	Describes how to troubleshoot			
8	Returns equipment to original location, as found			
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		Total number tasks candidate must complete to pass <b>6</b>

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<b>Skill Sheet #:</b> FSI I - 8	<b>Primary Task:</b> Transition between Media Types		
<b>Objective(s) :</b> 4.4.5, 4.4.5(A)(B)	<b>NFPA Standard:</b> 1041 2019 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1	Selects media appropriate to material, audience, and environment		
2	*Uses effective presentation techniques to transition among media		
3	Demonstrates proper use of at least one Projectable and one Non-Projectable medium		
4	Verbalizes considerations for cleaning and maintenance of equipment		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>3</b>	

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<b>Skill Sheet #:</b>	<b>FSI I - 9</b>	<b>Primary Task:</b>	<b>Administer and Grade Tests</b>	
<b>Objective(s) :</b>	4.5.2, 4.5.2(A)(B), 4.5.3, 4.5.3(A)(B)	<b>NFPA Standard:</b>	1041 2019 Edition	
		<b>Candidate #:</b>		
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			<b>1st</b>	<b>2nd</b>
1	Selects appropriate examination/evaluation instrument			
2	Describes process for administering written examination			
3	Describes process for administering skills checklist			
4	*Verbalizes steps to maintain security of examination material and results			
5	Demonstrates correct scoring of examination/evaluation instrument			
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		Total number tasks candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b>	<b>FSI I - 10</b>	<b>Primary Task:</b>	<b>Report Test Results</b>	
<b>Objective(s) :</b>	4.5.4, 4.5.4(A)(B)		NFPA Standard: 1041 2019 Edition Candidate #:	
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			<b>1st</b>	<b>2nd</b>
1	Locates report forms and examination results			
2	Records the results on appropriate form			
3	Forwards forms according to SOPs			
4	*Reports unusual circumstances			
5	Recommends corrective action as necessary			
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		Total number tasks candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b> FSI I - 11	<b>Primary Task:</b> Evaluate Student Performance to Provide Feedback		
<b>Objective(s):</b> 4.5.5, 4.5.5(A)(B)	<b>NFPA Standard:</b> 1041 2019 Edition	<b>Candidate # :</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Reviews evaluation instrument		
2	Indicates intention to set timely meeting		
3	*Provides objective, clear and relevant comments on student's performance		
4	Provides comments specific enough for student make efforts to modify behavior		
5	*Offers suggestions based on objective data		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>4</b>	

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