



State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



# Fire Service Instructor II Evaluation Skill Sheet Index

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<b>Skill Sheet #: FSI II - 1 Primary Task: Recommend Budget Needs</b>			
Objective(s) :	5.2.2, 5.2.2(A), 5.2.3, 5.2.3(A)(B)	NFPA Standard:	1041 Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Analyzes department policies, instructional resources, instructional staff, and facilities			
2. Identifies training goals			
3. Identifies department budget process policy			
4. Identifies current resources			
5. Identifies and documents resources to meet training goals			
6. * Completes a written report of the needs analysis for instructional materials and equipment based on specified sessions			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: FSI II - 2 Primary Task: Acquire Training Resources</b>			
Objective(s) :	5.2.4, 5.2.4(A)(B)	NFPA Standard:	1041 Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies department budget process and equipment acquisition policy			
2. Identifies need for training resources			
3. Establishes timeline for acquisition of training resources			
4. Recognizes budget constraints based on training resources and budgeting process			
5. Verifies acquisition of training resources based on department policy			
6. * Completes appropriate budget process and acquisition forms for training resources for specific sessions			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: FSI II - 3 Primary Task: Coordinate Training Recordkeeping</b>			
Objective(s):	5.2.5, 5.2.5(A)(B)	NFPA Standard:	1041 Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1.	Identifies departmental and community policies and legal requirements regarding training recordkeeping		
2.	Identifies specific data that can be used for training records		
3.	Cites laws affecting records and disclosure of training information		
4.	Describes agency professional standards applicable to training records		
5.	* Completes record auditing form for training information based on specific training sessions		
* Critical Step Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number steps candidate must complete to pass			<b>4</b>

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<b>Skill Sheet #: FSI II - 4 Primary Task: Evaluate Instructors</b>			
Objective(s) :	5.2.6, 5.2.6(A)(B)	NFA Standard:	1041 Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies departmental policy for evaluating instructors			
2. Identifies evaluation method(s) for evaluating instructors			
3. Identifies instructors' strengths and weaknesses			
4. * Makes recommendations for changes to instructional style and communications through coaching			
5. Completes instructor evaluation form, if applicable			
* Critical Step Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number steps candidate must complete to pass			<b>4</b>

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<b>Skill Sheet #: FSI II - 5 Primary Task: Create a Lesson Plan</b>			
Objective(s) :	5.3.2, 5.3.2(A)(B)	NFPA Standard:	1041 Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies Job Performance Requirements (JPRs) based on topic and audience characteristics			
2. Identifies performance objectives for the lesson			
3. Constructs lesson plan using standard lesson plan format			
4. Determines appropriate course materials, media, instructional aids and resource needs			
5.* Verifies Preparation Step correlation to performance objective(s) and JPR(s)			
6.* Verifies Presentation Step correlation to performance objective(s) and JPR(s)			
7.* Verifies Application Step correlation to performance objective(s) and JPR(s)			
8.* Verifies Evaluation Step correlation to performance objective(s) and JPR(s)			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>6</b>

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<b>Skill Sheet #: FSI II - 6    Primary Task: Conduct a Class Using a Lesson Plan</b>			
Objective(s) :	5.4.2, 5.4.2(A)(B)	NFPA Standard:	1041      Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
			<b>1st    2nd</b>
1. Conducts a class using a lesson plan prepared by the instructor			<input type="checkbox"/>
2. * Uses multiple teaching methods and techniques effectively and appropriately			<input type="checkbox"/>
3. * Transitions effectively among teaching methods and techniques			<input type="checkbox"/>
4. Presents Preparation/Motivation elements			<input type="checkbox"/>
5. * Delivers Presentation Step accurately to reflect content and objectives			<input type="checkbox"/>
6. Presents lesson within specified time limit			<input type="checkbox"/>
* Critical Step      Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: FSI II - 7 Primary Task: Supervise Other Instructors and Students During Training</b>			
Objective(s) :	5.4.3, 5.4.3(A)(B)	NFPA Standard:	1041 Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1.	* Identifies department policy regarding the increased hazard exposure training scenario		
2.	* Implements ICS/IMS during the increased hazard exposure training scenario		
3.	* Observes safety rules, regulations, and appropriate practices during the increased hazard exposure training scenario		
4.	* Documents that training goals and objectives for the increased hazard exposure training scenario were accomplished		
* Critical Step Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number steps candidate must complete to pass			<b>4</b>

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<b>Skill Sheet #: FSI II – 8    Primary Task:    Develop Student Evaluation Instrument</b>					
Objective(s) :	5.5.2, 5.5.2(A)(B)	NFPA Standard:	1041	Candidate #	
<b>Performance Evaluation Sheet</b>					
<b>Tasks:</b>					
				<b>1st</b>	<b>2nd</b>
1. Develops student evaluation instrument which reflects learning objectives					
2. Develops student evaluation instrument which reflect audience characteristics					
3. Develops student evaluation instrument which reflects intended training goals					
4. Develops student evaluation instrument which reflects intended training objectives					
5. Assures student evaluation instrument is grammatically accurate and bias-free					
6. * Design and submit a student evaluation instrument which reflects allowance for an objective, reliable and verifiable process					
* Critical Step      Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>		Total number steps candidate must complete to pass <b>5</b>	

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<b>Skill Sheet #: FSI II - 9</b>		<b>Primary Task: Develop a Course Evaluation Instrument</b>	
Objective(s):	5.5.3, 5.5.3(A)(B)	NFPA Standard:	1041
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Reviews department policy regarding course evaluation instruments			
2. Develops course evaluation instrument which allows for student feedback of instructor performance			
3. Develops course evaluation instrument which allows for student feedback of instructional methods			
4. Develops course evaluation instrument which allows for student feedback of communication techniques			
5. Develops course evaluation instrument which allows for student feedback of learning environment			
6. Develops course evaluation instrument which allows for student feedback of course content			
7. Develops course evaluation instrument which allows for student feedback of student materials			
8. * Submits a course evaluation instrument which addresses all items aforementioned for the specified training sessions			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>6</b>

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