

NFPA 1041

Fire Service Instructor Level 2 Performance Skill Sheets

Practical Skills Checklist:

#	Objective	Reference	Task	<input checked="" type="checkbox"/>
5.2 PROGRAM MANAGEMENT				
1.	5.2.2	Assign Instructional Sessions	Select Resources, Staff, and Facilities for Specified Instructional Sessions	<input type="checkbox"/>
2.	5.2.3	Recommend Budget Needs	Resource Analysis and Preparation of Supporting Documentation	<input type="checkbox"/>
3.	5.2.4	Gather Training Resources	Records Completion	<input type="checkbox"/>
4.	5.2.5	Manage Training Record Keeping	Records Management	<input type="checkbox"/>
5.	5.2.6	Evaluate Instructors	Coaching, Observation Techniques, and Completion of Evaluation Records	<input type="checkbox"/>
5.3 INSTRUCTIONAL DEVELOPMENT				
6.	5.3.2	Create a Lesson Plan	Conduct Research, Develop Behavioral Objectives, Assess Student Needs Develop Instructional Technology Tools Lesson Outline Techniques, Evaluation Techniques, and Resources Needs Analysis	<input type="checkbox"/>
5.4 INSTRUCTIONAL DELIVERY				
7.	5.4.2	Conduct a Class	Facilitate Instructional Session, Apply Student-Centered Learning, Evaluate Instructional Delivery	<input type="checkbox"/>
8.	5.4.3	Supervise Other Instructors and Student During Training	Conduct Safety Briefing Communicate and Implement an Incident Management System	<input type="checkbox"/>
5.5 EVALUATION and TESTING				
9.	5.5.2	Develop Student Evaluation Instruments	Evaluation Item Construction Assembly of Evaluation Instruments	<input type="checkbox"/>
10.	5.5.3	Develop a Class Evaluation Instrument	Development of Training Evaluation Instruments	<input type="checkbox"/>
Pass/Fail				<input type="checkbox"/>

Planning Page:

5.2 PROGRAM MANAGEMENT

Skill #1 – Assign Instructional Sessions

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.2.2

Assign instructional sessions, given AHJ scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to AHJ policy.

Tasks: You (the candidate) will assign instructional sessions so that the specified sessions are delivered according to AHJ policy.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: AHJ scheduling policy, instructional resources, staff, facilities, and timeline for delivery.

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Select Resources, Staff and Facilities for Specified Instructional Sessions					
<ul style="list-style-type: none"> Assess factors that affect scheduling of the instructional sessions(s) 	<ul style="list-style-type: none"> Keep record of factors relating to scheduling 				
<ul style="list-style-type: none"> Determine staffing and resource requirements 	<ul style="list-style-type: none"> Create resource list <ul style="list-style-type: none"> Determine availability of resources, staff and facilities 				
<ul style="list-style-type: none"> Create a schedule for the instructional sessions(s) 	<ul style="list-style-type: none"> Revise the instructional session schedule as needed 				
<ul style="list-style-type: none"> Publish the instructional session schedule 	<ul style="list-style-type: none"> Ensure that all information is accurate. 				
<ul style="list-style-type: none"> Ensure all AHJ policies are met 	<ul style="list-style-type: none"> Review relevant AHJ policies 				
Pass/Fail					

Skill #2 – Recommend Budget Needs

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.2.3

Recommend budget needs, given training goals, AHJ budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

Tasks: You (the candidate) will recommend budget needs so that the resources required to meet training goals are identified and documented.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: training goals, AHJ budget policy, and current resources

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Resource Analysis and Preparation of Supporting Documents					
<ul style="list-style-type: none"> Prioritize training goals 	<ul style="list-style-type: none"> Priority 1 – mandated training Priority 2 – required training to meet department goals Priority 3 – training that would be beneficial to the organization 				
<ul style="list-style-type: none"> Determine resources needed to meet the goals 	<ul style="list-style-type: none"> Determine necessary resources and optional resources 				
<ul style="list-style-type: none"> Compile a list of resources and associated costs 	<ul style="list-style-type: none"> Ensure documentation is complete and detailed 				
Pass/Fail					

Skill #3 – Gather Training Resources

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.2.4

Gather training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to AHJ policy.

Tasks: You (the candidate) will gather training resources so that the resources are obtained within established timelines, budget constraints, and according to AHJ policy.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: identified need

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Records Completion					
<ul style="list-style-type: none"> Compile all records gathered to date 	<ul style="list-style-type: none"> Confirm that all records are accurate 				
<ul style="list-style-type: none"> Obtain and review budget processes and equipment acquisition policies 	<ul style="list-style-type: none"> Identify any processes or policies that may affect your progress 				
<ul style="list-style-type: none"> Ensure identified costs are within the budget 	<ul style="list-style-type: none"> Determine any expenses that need to be reduced 				
<ul style="list-style-type: none"> Determine a timeline for purchasing resources 	<ul style="list-style-type: none"> Ensure the timeline will work with the scheduled instructional sessions 				
Pass/Fail					

Skill #4 – Manage Training Record Keeping

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.2.5

Manage training record-keeping, given training records, AHJ policy, and training activity, so that all AHJ and legal requirements are met.

Tasks: You (the candidate) will manage training record-keeping so that all AHJ and legal requirements are met.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: training records, AHJ policy, and training activity,

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Records Management					
<ul style="list-style-type: none"> Complete attendance form. 	<ul style="list-style-type: none"> Confirm that all attending students are listed 				
<ul style="list-style-type: none"> Document all necessary information 	<ul style="list-style-type: none"> Information: <ul style="list-style-type: none"> ○ Course name, dates, hours ○ Instructor name ○ Location ○ Etc. 				
<ul style="list-style-type: none"> Compile all documents of completed training 	<ul style="list-style-type: none"> Documents: <ul style="list-style-type: none"> ○ Roster ○ Evaluation sheet ○ Test results ○ Etc. 				
<ul style="list-style-type: none"> Ensure all confidential information is secured 	<ul style="list-style-type: none"> Review the AHJ policies/process regarding confidential information 				
<ul style="list-style-type: none"> Ensure records are retained as identified in AHJ policies 	<ul style="list-style-type: none"> Review relevant AHJ policies 				
Pass/Fail					

Skill #5 – Evaluate Instructors

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.2.6

Evaluate instructors, given an evaluation tool, AHJ policy, and objectives, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

Tasks: You (the candidate) will evaluate instructors so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: an evaluation tool, AHJ policy, and objectives

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Observation Techniques and Coaching					
<ul style="list-style-type: none"> Observe and evaluate presentation of a Level I Instructor 	<ul style="list-style-type: none"> Be attentive during the presentation and take notes as required 				
<ul style="list-style-type: none"> Record the instructor's strength and weaknesses 	<ul style="list-style-type: none"> Ensure you emphasizes the strengths and offer suggestions for any weaknesses 				
<ul style="list-style-type: none"> Make appropriate recommendations for instructional changes to style and communication methods 	<ul style="list-style-type: none"> Ensure your comments are clearly understood. 				
<ul style="list-style-type: none"> Allow for feedback form the instructor your evaluated 	<ul style="list-style-type: none"> Encourage an open conversation with the instructor 				
2. Completion of Evaluation Records					
<ul style="list-style-type: none"> Complete the evaluation form 	<ul style="list-style-type: none"> Ensure that your writing is neat and clearly understood 				
Pass/Fail					

5.3 INSTRUCTIONAL DEVELOPMENT

Skill #6 – Create a Lesson Plan

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.3.2

Create a lesson plan, given a topic, learner characteristics, and a lesson plan format, so that learning objectives, a lesson outline, course materials, instructional technology tools, an evaluation plan, and learning objectives for the topic are addressed.

Tasks: You (the candidate) will create a lesson plan so that learning objectives, a lesson outline, course materials, instructional technology tools, an evaluation plan, and learning objectives for the topic are addressed.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: a topic, learner characteristics, and a lesson plan format

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Conduct Research, Develop Behavioral Objectives, Assess Student Needs					
<ul style="list-style-type: none"> Conduct research to gather all the required information 	<ul style="list-style-type: none"> Take note of relevant information that will help your planning 				
<ul style="list-style-type: none"> Develop behavioral objectives 	<ul style="list-style-type: none"> Clearly state the level of instruction students will reach by the end of the lesson 				
<ul style="list-style-type: none"> Assess student needs 	<ul style="list-style-type: none"> Ensure that student needs are met to maximize learning 				
2. Develop Instructional Technology Tools					
<ul style="list-style-type: none"> Gather required information and resources to develop the media tools 	<ul style="list-style-type: none"> Ensure that your media resources have been reviewed and are appropriate for delivery 				

3. Lesson Outline Techniques, Evaluation Techniques, and Resource Needs Analysis					
<ul style="list-style-type: none"> Develop a lesson outline and ensure that it is appropriate for the audience 	<ul style="list-style-type: none"> List job performance requirements for course being taught and include: <ul style="list-style-type: none"> Learning objectives Instructional method Course material Instructional aids 				
<ul style="list-style-type: none"> Develop an evaluation plan that documents that the JPRs for the course were met. 	<ul style="list-style-type: none"> Determine which evaluation technique is best suited for this lesson 				
<ul style="list-style-type: none"> Complete a resource needs analysis 	<ul style="list-style-type: none"> Ensure that all required resources are available 				
Pass/Fail					

5.4 INSTRUCTIONAL DELIVERY

Skill #7 – Conduct a Class

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.4.2

Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson is delivered in a safe and effective manner and the objectives are achieved.

Tasks: You (the candidate) will conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques so that the lesson is delivered in a safe and effective manner and the objectives are achieved.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: a topic and a target audience

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Facilitate Instructional Session, Apply Student-Centered Learning, Evaluate Instructional Delivery					
<ul style="list-style-type: none"> • Conduct a class. <ul style="list-style-type: none"> ○ State objectives of the lesson ○ Provide an overview of the lesson's content ○ State what is expected of the students ○ Present the lesson 	<ul style="list-style-type: none"> • Use a lesson plan prepared by the instructor 				
<ul style="list-style-type: none"> • Use multiple teaching techniques 	<ul style="list-style-type: none"> • Ensure there is a focus on student-centered learning 				
<ul style="list-style-type: none"> • Confirm student understanding and ensure the lesson is appropriate to the needs of the target audience 	<ul style="list-style-type: none"> • Ask for and answer questions throughout the lesson 				
<ul style="list-style-type: none"> • Evaluate the instructional delivery 	<ul style="list-style-type: none"> • Give the student opportunity to provide feedback on the instruction 				
<ul style="list-style-type: none"> • Provide documentation of the course completion 	<ul style="list-style-type: none"> • Complete all course records required by the AHJ 				

<ul style="list-style-type: none"> Describe how the lesson objectives were met 	<ul style="list-style-type: none"> Ensure the lesson objectives are clear 				
2. Use and Evaluate Instructional Technology Tools, Evaluation Techniques, and Resources					
<ul style="list-style-type: none"> Use multiple instructional technology tools 	<ul style="list-style-type: none"> Evaluate the value that these tools offered to the presentation 				
<ul style="list-style-type: none"> Use multiple evaluation techniques 	<ul style="list-style-type: none"> Evaluate the value that these techniques 				
<ul style="list-style-type: none"> Use multiple resources 	<ul style="list-style-type: none"> Evaluate the value that these resources 				
Pass/Fail					

Skill #8 – Supervise Other Instructors and Students During Training

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.4.3

Supervise other instructors and students during training, given a specialized training scenario so that applicable safety standards and practices are followed and instructional goals are met.

Tasks: You (the candidate) will supervise other instructors and students during training so that applicable safety standards and practices are followed and instructional goals are met.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: a specialized training scenario

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Conduct a Safety Briefing					
<ul style="list-style-type: none"> Identify applicable policies and procedures regarding the safety protocols 	<ul style="list-style-type: none"> Ensure all is clearly communicated to the class 				
<ul style="list-style-type: none"> Identify the procedures and resources needed to address any safety issues 	<ul style="list-style-type: none"> Ensure all are aware of how to manage any safety concerns 				
2. Ability to Communicate and Implement an Incident Management System					
<ul style="list-style-type: none"> Review the Incident Action Plan 	<ul style="list-style-type: none"> Address safety issues Implement an Incident Management System Ensure compliance with safety rules 				
<ul style="list-style-type: none"> Supervise instructors and candidates during the training 	<ul style="list-style-type: none"> Ensure all safety practices are followed 				
Pass/Fail					

5.5 INSTRUCTIONAL DELIVERY

Skill #9 – Develop Student Evaluation Instruments

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.5.2

Develop student evaluation instruments, given learning objectives, learner characteristics, and training goals, so that the evaluation instrument measures whether the student has achieved the learning objectives.

Tasks: You (the candidate) will develop student evaluation instruments, so that the evaluation instrument measures whether the student has achieved the learning objectives.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: learning objectives, learner characteristics, and training goals

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Evaluation Item Construction					
• Determine purpose of test item to be developed	• Select best type of test item to use				
• Develop practical evaluation	• Ensure all objectives have been evaluated				
2. Assembly of Evaluation Instruments					
• Create appropriate cognitive exam	• Ensure all objectives have been evaluated				
• Create appropriate psychomotor evaluation	• Ensure all objectives have been evaluated				
Pass/Fail					

Skill #10 – Develop a Class Evaluation Instrument

1041 Fire and Emergency Services Instructor II (2019 Edition)

Objective: 5.5.3

Develop a class evaluation instrument, given AHJ policy and evaluation goals, so that students have the ability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials.

Tasks: You (the candidate) will develop a class evaluation instrument so that students have the ability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials.

Setting: Classroom or other area suitable for group learning

Tools/Equipment: given AHJ policy and evaluation goals

Attainment Standard: Successful completion of the steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1. Development of Training Evaluation Instruments					
<ul style="list-style-type: none"> Develop a training evaluation form that allows students to provide feedback on all aspects of the course 	<ul style="list-style-type: none"> Ensure feedback can be provided on: <ul style="list-style-type: none"> Instructional methods Communication techniques Learning environment Course content Resources 				
Pass/Fail					