



State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



## Fire Service Instructor II Skill Sheet Index

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<b>Skill Sheet #: 5.2.2A Primary Task: Formulate Budget Needs</b>			
Objective(s) : 5.2.2, 5.2.2(A), 5.2.3, 5.2.3(A)(B)	NFPA Standard: 1041, 2012 Edition	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
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 #: 5.2.4A Primary Task: Acquire Training Resources</b>	
Objective(s) : 5.2.4, 5.2.4(A)(B)	NFPA Standard: 1041 2012 Edition
Candidate #	
<b>Performance Evaluation Sheet</b>	
<b>Tasks:</b>	
	1 <sup>st</sup> 2 <sup>nd</sup>
1. Identifies department budget process and equipment acquisition policy	<input type="checkbox"/> <input type="checkbox"/>
2. Identifies need for training resources	<input type="checkbox"/> <input type="checkbox"/>
3. Establishes timeline for acquisition of training resources	<input type="checkbox"/> <input type="checkbox"/>
4. Recognizes budget constraints based on training resources and budgeting process	<input type="checkbox"/> <input type="checkbox"/>
5. Verifies acquisition of training resources based on department policy	<input type="checkbox"/> <input type="checkbox"/>
6. * Completes appropriate budget process and acquisition forms for training resources for specific sessions	<input type="checkbox"/> <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 #: 5.2.5A</b>		<b>Primary Task: Coordinate Training Recordkeeping</b>	
Objective(s) :	5.2.5, 5.2.5(A)(B)	NFPA Standard: 1041 2012 Edition	Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
			Pass    Fail
1.	Identifies department 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 #: 5.2.6A Primary Task: Evaluate Instructors</b>	
Objective(s) : 5.2.6, 5.2.6(A)(B)	NFPA Standard: 1041 2012 Edition
Candidate #	
<b>Performance Evaluation Sheet</b>	
<b>Tasks:</b>	
	1 <sup>st</sup> 2 <sup>nd</sup>
1. Identifies departmental policy for evaluating instructors	<input type="checkbox"/> <input type="checkbox"/>
2. Identifies evaluation method(s) for evaluating instructors	<input type="checkbox"/> <input type="checkbox"/>
3. Identifies instructors' strengths and weaknesses	<input type="checkbox"/> <input type="checkbox"/>
4. * Makes recommendations for changes to instructional style and communications through coaching	<input type="checkbox"/> <input type="checkbox"/>
5. Completes instructor evaluation form, if applicable	<input type="checkbox"/> <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 #: 5.3.2A Primary Task: Create a Lesson Plan</b>	
Objective(s) : 5.3.2, 5.3.2(A)(B)	NFPA Standard: 1041 2012 Edition
Candidate #	
<b>Performance Evaluation Sheet</b>	
<b>Tasks:</b>	
	1 <sup>st</sup> 2 <sup>nd</sup>
1. Identifies Job Performance Requirements (JPRs) based on topic and audience characteristics	<input type="checkbox"/> <input type="checkbox"/>
2. Identifies performance objectives for the lesson	<input type="checkbox"/> <input type="checkbox"/>
3. Constructs lesson plan using standard lesson plan format	<input type="checkbox"/> <input type="checkbox"/>
4. Determines appropriate course materials, media, instructional aids and resource needs	<input type="checkbox"/> <input type="checkbox"/>
5.* Verifies Preparation Step correlation to performance objective(s) and JPR(s)	<input type="checkbox"/> <input type="checkbox"/>
6.* Verifies Presentation Step correlation to performance objective(s) and JPR(s)	<input type="checkbox"/> <input type="checkbox"/>
7.* Verifies Application Step correlation to performance objective(s) and JPR(s)	<input type="checkbox"/> <input type="checkbox"/>
8.* Verifies Evaluation Step correlation to performance objective(s) and JPR(s)	<input type="checkbox"/> <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>6</b>

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<b>Skill Sheet #: 5.3.3A Primary Task: Modify an Existing Lesson Plan</b>	
Objective(s) : 5.3.3, 5.3.3(A)(B)	NFPA Standard: 1041 2012 Edition
Candidate #	
<b>Performance Evaluation Sheet</b>	
<b>Tasks:</b>	
	Pass    Fail
1. Considers target audience and learning environment based on research	<input type="checkbox"/> <input type="checkbox"/>
2. Performs review of needs analysis	<input type="checkbox"/> <input type="checkbox"/>
3. Analyzes and modifies elements of the lesson plan	<input type="checkbox"/> <input type="checkbox"/>
4. Analyzes and modifies elements of the lesson plan outline	<input type="checkbox"/> <input type="checkbox"/>
5. Analyzes and modifies instructional materials and resources	<input type="checkbox"/> <input type="checkbox"/>
6. * Describes modification of a lesson plan based on needs analysis for the specified training session(s)	<input type="checkbox"/> <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 #: 5.4.2A Primary Task: Conduct a Class Using a Lesson Plan</b>	
Objective(s) : 5.4.2, 5.4.2(A)(B)	NFPA Standard: 1041 2012 Edition
Candidate #	
<b>Performance Evaluation Sheet</b>	
<b>Tasks:</b>	
	1 <sup>st</sup> 2 <sup>nd</sup>
1. Conducts a class using a lesson plan prepared by the instructor	<input type="checkbox"/> <input type="checkbox"/>
2. * Uses multiple teaching methods and techniques effectively and appropriately	<input type="checkbox"/> <input type="checkbox"/>
3. * Transitions effectively among teaching methods and techniques	<input type="checkbox"/> <input type="checkbox"/>
4. Presents Preparation/Motivation elements	<input type="checkbox"/> <input type="checkbox"/>
5. * Delivers Presentation Step accurately to reflect content and objectives	<input type="checkbox"/> <input type="checkbox"/>
6. Presents lesson within specified time limit	<input type="checkbox"/> <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 #: 5.4.3A</b>		<b>Primary Task: Supervise Other Instructors and Students During Training</b>	
Objective(s) : 5.4.3, 5.4.3(A)(B)	NFPA Standard: 1041 2012 Edition	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1 <sup>st</sup>	2 <sup>nd</sup>
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>3</b>

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<b>Skill Sheet #: 5.5.2A Primary Task: Develop Student Evaluation Instrument</b>						
Objective(s) : 5.5.2, 5.5.2(A)(B)	NFPA Standard: 1041 2012 Edition					
Candidate #						
<b>Performance Evaluation Sheet</b>						
<b>Tasks:</b>						
	1 <sup>st</sup> 2 <sup>nd</sup>					
1. Develops student evaluation instrument which reflects learning objectives	<input type="checkbox"/> <input type="checkbox"/>					
2. Develops student evaluation instrument which reflect audience characteristics	<input type="checkbox"/> <input type="checkbox"/>					
3. Develops student evaluation instrument which reflects intended training goals	<input type="checkbox"/> <input type="checkbox"/>					
4. Develops student evaluation instrument which reflects intended training objectives	<input type="checkbox"/> <input type="checkbox"/>					
5. Assures student evaluation instrument is grammatically accurate and bias-free	<input type="checkbox"/> <input type="checkbox"/>					
6. * Design and submit a student evaluation instrument which reflects allowance for an objective, reliable and verifiable process	<input type="checkbox"/> <input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">* Critical Step</td> <td style="width: 30%;">Failure of this step mandates failure on the entire objective</td> <td style="width: 30%;">Safety is <b>PARAMOUNT</b></td> <td style="width: 20%;">Total number steps candidate must complete to pass</td> <td style="width: 10%; text-align: center;"><b>4</b></td> </tr> </table>		* 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 #: 5.5.3A Primary Task: Develop a Course Evaluation Instrument</b>			
Objective(s) : 5.5.3, 5.5.3(A)(B)	NFPA Standard: 1041 2012 Edition	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1 <sup>st</sup>	2 <sup>nd</sup>
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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