Fire Service Instructor II Practical Skill Evaluation Sheets Index

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Skill Sheet #: 5.2.2A	Primary Task: Schedule Instructional Sessions		
Objective(s) : 5.2.2, 5.2.2(A)	NFPA Standard: 1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Identifies and reviews department training schedule policy		
2.	Identifies instructional resources for specified sessions		
3.	Identifies staff with appropriate level of knowledge for specified sessions		
4.	Identifies and utilizes appropriate facilities based on specified sessions		
5.	Estimates and maintains timelines for delivery of specified sessions		
6.	* Documents recognized resources, personnel, facilities and timelines for specified sessions		

* Critical Step	Failure of this step mandates failure on the entire objective	Safety is **PARAMOUNT**	Total number steps candidate must complete to pass **5**

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Skill Sheet #:	**5.2.3A**	**Primary Task:**	**Formulate Budget Needs**		
Objective(s) :	5.2.3, 5.2.3(A)(B)	NFPA Standard:	1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Identifies training goals		
2.	Identifies department budget process policy		
3.	Identifies current resources		
4.	Identifies and documents resources to meet training goals		
5.	* 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 **PARAMOUNT**	Total number steps candidate must complete to pass **4**

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Skill Sheet #: 5.2.4A	Primary Task: Acquire Training Resources		
Objective(s) : 5.2.4, 5.2.4(A)(B)	NFPA Standard: 1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Identifies department budget process and equipment acquisition policy		
2.	Identifies need for training tresources		
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 **PARAMOUNT**	Total number steps candidate must complete to pass **5**

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Skill Sheet #: 5.2.5A	Primary Task: Coordinate Training Recordkeeping		
Objective(s) : 5.2.5, 5.2.5(A)(B)	NFPA Standard: 1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		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 **PARAMOUNT**	Total number steps candidate must complete to pass **4**

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Skill Sheet #:	5.2.6A	Primary Task:	Evaluate Instructors
Objective(s) :	5.2.6, 5.2.6(A)(B)	NFPA Standard:	1041
Candidate #			

Performance Evaluation Sheet

Tasks:

		Pass	Fail
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 **PARAMOUNT**	Total number steps candidate must complete to pass **4**

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Skill Sheet #:	5.3.2A	Primary Task:	Create a Lesson Plan		
Objective(s) :	5.3.2, 5.3.2(A)(B)	NFPA Standard:	1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
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 lesson plan outline Preparation Step correlates to performance objective(s) and JPR(s)		
6.	Verifies lesson plan outline Presentation Step correlates to performance objectives(s) and JPR(s)		
7.	*Verifies that the information in the Presentation Step is accurate and referenced		
8.	Verifies lesson plan outline Application Step correlates to performance objective(s) and JPR (s)		
9.	Verifies lesson plan outline Evaluation Step correlates to performance objective(s) and JPR(s)		
10.	* Completes checklist verifying lesson components correlate to performance objective(s) and JPR(s) for the specified training sessions		

* Critical Step	Failure of this step mandates failure on the entire objective	Safety is **PARAMOUNT**	Total number steps candidate must complete to pass	**7**

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Skill Sheet #:	5.3.3A	Primary Task:	Modify an Existing Lesson Plan		
Objective(s) :	5.3.3, 5.3.3(A)(B)	NFPA Standard:	1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Considers target audience and learning environment based on research		
2.	Performs review of needs analysis		
3.	Analyzes and modifies elements of the lesson plan		
4.	Analyzes and modifies elements of the lesson plan outline		
5.	Analyzes and modifies instructional materials and resources		
6.	* Creates modified lesson plan based on needs analysis for the specified training session(s)		

* Critical Step	Failure of this step mandates failure on the entire objective	Safety is **PARAMOUNT**	Total number steps candidate must complete to pass	**5**

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Skill Sheet #: 5.4.2A	Primary Task: Conduct a Class Using a Lesson Plan		
Objective(s) : 5.4.2, 5.4.2(A)(B)	NFPA Standard: 1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Conducts a class using a lesson plan prepared by the instructor		
2.	* Uses multiple teaching methods and techniques effectively and appropriately		
3.	* Transitions effectively among teaching methods and techniques		
4.	Presents Preparation/Motivation elements		
5.	* Delivers Presentation Step accurately to reflect content and objectives		
6.	Presents lesson within specified time limit		

* Critical Step	Failure of this step mandates failure on the entire objective	Safety is **PARAMOUNT**	Total number steps candidate must complete to pass **5**

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Skill Sheet #:	5.4.3A	Primary Task:	Supervise Other Instructors and Students During Training

Objective(s) :	5.4.3, 5.4.3(A)(B)	NFPA Standard:	1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	* Identifies department policy regarding the increased hazard exposure training scenarios		
2.	* Oversees/Describes oversight process for implementing ICS/IMS during the increased hazard exposure training scenario		
3.	* Oversees/Describes process to assure compliance with 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 **PARAMOUNT**	Total number steps candidate must complete to pass	**3**

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Skill Sheet #:	5.5.2A	Primary Task:	Develop Student Evaluation Instrument
Objective(s) :	5.5.2, 5.5.2(A)(B)	NFPA Standard:	1041
Candidate #			

Performance Evaluation Sheet

Tasks:

		Pass	Fail
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		
5.	* Designs a student evaluation instrument which reflects allowance for an objective, reliable and verifiable process		
6.	* Submits a student 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 **PARAMOUNT**	Total number steps candidate must complete to pass **5**

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Skill Sheet #: 5.5.3A	Primary Task: Develop a Class Evaluation Instrument		
Objective(s) : 5.5.3, 5.5.3(A)(B)	NFPA Standard: 1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
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 **PARAMOUNT**	Total number steps candidate must complete to pass **6**

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Skill Sheet #:	5.5.4A	Primary Task:	Analyze Student Evaluation Instrument		
Objective(s) :	5.5.4, 5.5.4(A)(B)	NFPA Standard:	1041	Candidate #	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Identifies department policy for student evaluations		
2.	Analyzes student evaluation instrument to confirm alignment with department policy		
3.	Analyzes student evaluation instrument to confirm learning objectives are met		
4.	Analyzes student evaluation instrument to confirm validity		
5.	* Submits student 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 **PARAMOUNT**	Total number steps candidate must complete to pass	**5**

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