



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.2 PROGRAM MANAGEMENT

**Evaluation Sheet: 5.2.2
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|--|---|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.2.2 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and time line for delivery, so the specified sessions are delivered according to department policy. | | | | |
| PERFORMANCE OUTCOME: The candidate will schedule instructional sessions, so the specified sessions are delivered according to department or model policy. | | | | | |
| CONDITIONS: Using a department-scheduling policy or model policy, instructional resources, staff, facilities, and time line for delivering training sessions, schedule a training course. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Submit written training schedule with time line, according to policy | | | | |
| 2. | Finish written documentation of acquiring instructional resources (i.e., facilities, instructors, equipment), according to policy | | | | |
| 3. | Documentation is complete and legible | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
|---------------------------------|-------------|------------------|-------------|

| | | | |
|--------------------------|-------------|--------------------------|-------------|
| Re-Test Evaluator | Date | Re-Test Candidate | Date |
|--------------------------|-------------|--------------------------|-------------|



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.2 PROGRAM MANAGEMENT

**Evaluation Sheet: 5.2.3
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|--|--|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.2.3 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Formulate budget needs given training goals, agency budget policy, and current resources, so the resources required to meet training goals are identified and documented. | | | | |
| PERFORMANCE OUTCOME: The candidate will formulate budget needs, so the resources required to meet training goals are identified and documented. | | | | | |
| CONDITIONS: Using your department training goals, agency's budget policy, and current resources and given an identified need and time line. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Conduct and document needs analysis | | | | |
| 2. | Submit completed budget for course (i.e., equipment cost, instructor, etc.) so that training goal is met | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.2 PROGRAM MANAGEMENT

**Evaluation Sheet: 5.2.4
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| STANDARD: 5.2.4 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Acquire training sources, given an identified need so that the resources are obtained within established time lines, budget constraints, and according to agency policy. | | | | |
|---|---|--------------------------|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will acquire training resources, so the resources are obtained within the established time lines, budget constraints, and according to agency policy. | | | | | |
| CONDITIONS: Using your departmental training goals, agency budget policy, and current resources and given an identified need and time line. | | | | | |
| | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Document training resources required for course according to departmental policy | | | | |
| 2. | Document the time frame to acquire resources | | | | |
| 3. | Document that resources are within established budget | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|-------------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.2 PROGRAM MANAGEMENT

**Evaluation Sheet: 5.2.5
"PRACTICAL-A"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|---|--|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.2.5 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Coordinate training record keeping, given training forms, department policy, and training activity, so all agency and legal requirements are met. | | | | |
| PERFORMANCE OUTCOME: The candidate will coordinate training recordkeeping, so all agency and legal requirements are met. | | | | | |
| CONDITIONS: Given training forms, department or model policy, and training activity. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Complete training activity form, according to department or model policy | | | | |
| 2. | Provide documents of completed training classes (i.e., roster, evaluation sheet, test results) | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.2 PROGRAM MANAGEMENT

**Evaluation Sheet: 5.2.5
"PORTFOLIO-B"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|---|--|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.2.5 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Coordinate training record keeping, given training forms, department policy, and training activity, so all agency and legal requirements are met. | | | | |
| PERFORMANCE OUTCOME: The candidate will coordinate training recordkeeping, so all agency and legal requirements are met. | | | | | |
| CONDITIONS: Given training forms, department or model policy, and training activity. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | In writing, describe the training record keeping process, according to agency policy and legal requirements | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.2 PROGRAM MANAGEMENT

**Evaluation Sheet: 5.2.6
"PRACTICAL"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|--|---|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.2.6 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Evaluate instructors, given an evaluation form, department policy, and job performance requirements, so 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. | | | | |
| PERFORMANCE OUTCOME: 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. | | | | | |
| CONDITIONS: Given an Instructor I evaluation form, department policy, and job performance requirements. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Observe instructor and correctly complete instructor evaluation form | | | | |
| 2. | Properly identify the instructor's strengths and weaknesses on course delivery form | | | | |
| 3. | Make appropriate recommendations for instructional changes to style and/or communication method in "comments" section | | | | |
| 4. | Provide instructor feedback area to evaluation form or signature area | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.3 INSTRUCTIONAL DEVELOPMENT

**Evaluation Sheet: 5.3.2
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| STANDARD: 5.3.2 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan. | | | | |
|--|---|--------------------------|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will create a four-step lesson plan, so the job performance requirements for the topic are achieved and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan. | | | | | |
| CONDITIONS: Given a topic, audience characteristics, and a standard four-step lesson plan format. | | | | | |
| | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Develop a lesson plan using a standard four-step lesson plan format | | | | |
| 2. | List job performance requirements for course taught, including learning objectives, a lesson outline, appropriate course material, and instructional aids | | | | |
| 3. | Develop an evaluation plan that documents the JPR's for course were met | | | | |
| 4. | Lesson plan Lesson plan appropriate for audience | | | | |
| | Topic: _____ | | | | |
| | Approved by Chief: _____ | | | | |
| | Signature | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.3 INSTRUCTIONAL DEVELOPMENT

**Evaluation Sheet: 5.3.3
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|---|---|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.3.3 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan. | | | | |
| PERFORMANCE OUTCOME: The candidate will modify a lesson plan, so the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan. | | | | | |
| CONDITIONS: Given a topic, lesson plan, audience characteristics, and a standard lesson plan format. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Modify an existing lesson plan using a standard four-step lesson plan format | | | | |
| 2. | List job performance requirements for course, including learning objectives, lesson outline, appropriate course material, and instructional aids | | | | |
| 3. | Develop an evaluation plan that documents the JPR's for course were met | | | | |
| 4. | Lesson modifications appropriate to audience | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.4 INSTRUCTIONAL DELIVERY

**Evaluation Sheet: 5.4.2
"PRACTICAL"**

Candidate: _____

Date: _____

SS#: _____

| STANDARD: 5.4.2 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Conduct a class using a four-step 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 the lesson plan objectives are achieved. | | | | |
|--|---|--------------------------|------|--------|------|
| PERFORMANCE OUTCOME: 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. | | | | | |
| CONDITIONS: Given a topic and a target audience. | | | | | |
| | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Conduct a class using a four-step lesson plan prepared by the instructor | | | | |
| 2. | Use multiple teaching techniques | | | | |
| 3. | Use multiple teaching methods (i.e., conference, discussion) | | | | |
| 4. | Meet lesson objectives | | | | |
| 5. | Lesson appropriate to needs of target audience | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.4 INSTRUCTIONAL DELIVERY

**Evaluation Sheet: 5.4.3
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|---|--|--------------------------------|-------------|---------------|-------------|
| STANDARD: 5.4.3 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Supervise other instructors and students during high-hazard ^o training, given a training scenario with increased hazard exposure, so applicable safety standards and practices are followed and instructional goals are met. | | | | |
| PERFORMANCE OUTCOME: The candidate will supervise other instructors and students during high-hazard training, so applicable safety standards are followed and instructional goals are met. | | | | | |
| CONDITIONS: Given a training scenario with increased hazard exposure. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Supervise instructors appropriately according to policy and procedures during high-hazard training | | | | |
| 2. | Supervise students according to policy and procedures during high-hazard training | | | | |
| 3. | Correctly follow applicable safety standards and incident command practices | | | | |
| 4. | Performance of instructors/students indicates instructional goals achieved | | | | |
| | Topic: _____ | | | | |
| | Approved by Chief: _____ <div style="text-align: right; margin-right: 50px;">Signature</div> | | | | |
| RETEST APPROVED BY: _____ | | RETEST EVALUATOR: _____ | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |

^o High-hazard training examples: live fire, hazardous materials, above and below ground grade rescue, and evolutions with power tools.



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.5 EVALUATION AND TESTING

**Evaluation Sheet: 5.5.2
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| STANDARD: 5.5.2 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so the evaluation instrument determines if the student has achieved the learning objectives, the instrument evaluates performance in objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group. | | | | |
|--|---|--------------------------|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will develop student evaluation instruments, so the evaluation instrument determines if the student has achieved the learning objectives, the instrument evaluates performance in objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group. <i>(Evaluation instrument should cover both cognitive and psycho motor skills.)</i> | | | | | |
| CONDITIONS: Given learning objectives, audience characteristics, and training goals. | | | | | |
| | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Develop student written and practical examinations based on learning objectives and training goals | | | | |
| 2. | Provide test item analysis | | | | |
| 3. | Evaluation forms are bias-free to any audience or group (i.e., gender, cultural). Evaluation forms designed to evaluate performance in an objective, reliable, and verifiable manner | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.5 EVALUATION AND TESTING

**Evaluation Sheet: 5.5.3
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|--|--|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.5.3 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Develop course evaluations, given agency policy and evaluation goals, so students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials. | | | | |
| PERFORMANCE OUTCOME: The candidate will develop course evaluations, so students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials. | | | | | |
| CONDITIONS: Given agency policy and evaluation goals. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Develop and submit a course evaluation form that shows student has the ability to give feedback on the following: a) Instructional methods b) Communication techniques c) Learning environment d) Course content e) Student materials | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |



FIRE PROTECTION BUREAU

FIRE INSTRUCTOR II

5.5 EVALUATION AND TESTING

**Evaluation Sheet: 5.5.4
"PORTFOLIO"**

Candidate: _____

Date: _____

SS#: _____

| | | | | | |
|--|--|--------------------------|-------------|---------------|-------------|
| STANDARD: 5.5.4 NFPA 1041, 2002 Edition IFSTA Fire Instructor, 6 th Edition | TASK: Analyze student written and practical exams, given test data, objectives, and agency policies, so validity of the exams is determined and necessary changes are accomplished. | | | | |
| PERFORMANCE OUTCOME: The candidate will analyze student written and practical exams and make necessary changes. | | | | | |
| CONDITIONS: Given test data, objectives, and agency policy. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Complete a written analysis of student written exam (recommend changes to question stems, changes to distracters, toss poor test items, etc.) | | | | |
| 2. | Complete a written analysis of student practical exam (review against objectives, recommend changes, clarifications to task steps, etc.) | | | | |
| 3. | Review and document student comments regarding the written and practical exam | | | | |
| 4. | Make necessary changes to course (i.e., written, environment lesson plan, practical etc.), based on exam results | | | | |
| 5. | Submit changed materials to evaluator, if applicable | | | | |
| | | | | | |
| | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

| | | | |
|---------------------------------|-------------|--------------------------|-------------|
| Evaluator (Print & Sign) | Date | Candidate | Date |
| Re-Test Evaluator | Date | Re-Test Candidate | Date |