



PENNSYLVANIA STATE FIRE ACADEMY

FIRE SERVICE INSTRUCTOR I SKILL PERFORMANCE CHECKLIST

FIRE SERVICE INSTRUCTOR I SKILLS MENU

NFPA 1041, 2012 Edition

Station A	Audio-Visual Equipment	Mandatory Station
Station B	Classroom Lecture Presentation	Mandatory Station
Station C	Hands-On Demonstration Presentation	Mandatory Station
Station B/C	Combined Lecture and Demonstration Lesson	Mandatory Station
Station D	Schedule Training - New	Mandatory Station
Station E	Training Records/Reports -New	Mandatory Station

NOTE:

If skills are completed at the conclusion of the resident Educational Methodology course candidates must complete skill stations A, B, C, D and E.

If skills are completed by Challenge Process, candidates must complete skills A, B/C combination, D and E



PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR I SKILL PERFORMANCE CHECKLIST

STATION A - Audio-Visual Equipment	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 4 JPRs 4-4.6, 4-4.7	Test Site	

Directions: Demonstrate your ability to utilize three audiovisuals (AV), one being a laptop with LCD projection. Set up, operate, and shutdown each piece of AV equipment. Obey any instructions given to you by the evaluator. Do you have any questions?

Evaluator Note: The candidate shall demonstrate competency in using a laptop with projector and 2 additional AVs (SmartBoard [Electronic Interactive Board, Electronic Display Simulator], Overhead Projector, DVD player, Slide Projector, VHS, AV technology (i.e., iPod) with Projection Display, Digital Visual Presenter/Document Camera Please indicate the two AV items used in the designated columns below.

Performance Outcome: Pass/ Fail will be determined by 8 of the 11 items being performed correctly.

Evaluator Please check the test type: **Initial** **Retest**

No.	Task	Laptop LCD Projector		AV 2 List Type		AV 3 List Type	
		Yes	No	Yes	No	Yes	No
1.	Insure all components, for given AV, are present for use.						
2.	Hooks-up or assures power is correctly provided to the AV						
3.	Powers up unit and checks serviceability.						
4.	Properly places media on/in the AV (i.e., inserts tape/DVD in unit / loads projection media in laptop/computer).						
5.	Starts and projects media.						
6.	Adjusts media / image so visuals are readable.						
7.	Places / advances / fast forwards to next image on command.						
8.	Sets / operates advance feature / appropriately marks transparency with correct marker / replays tape / segment.						
9.	Stops and/or unloads media from device.						
10.	Powers down correctly and turns off device.						
11.	Completes all tasks in a SAFE manner? <i>(NO Indicates Automatic Failure)</i>						
		Pass		Pass		Pass	
		Fail		Fail		Fail	

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



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STATION B - Classroom Lecture Presentation	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 4 JPRs 4.2.2, 4.4.2, 4.2.3, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5	Test Site	

Directions: Utilizing a prepared lesson plan and equipment in the classroom, present the lesson. At the conclusion, administer a quiz. Assume that the evaluator is part of the audience. You have fifteen (15) minutes to complete the lesson.

Performance Outcome: Pass/ Fail will be determined by 9 of the 13 items being performed correctly.

Evaluator Please check the test type: **Initial** **Retest**

No.	Task Steps	Yes	No
1.	Dressed appropriately (for the subject being taught).		
2.	Adjust the learning / training environment (i.e., seating, layout, lighting, noise control) for an effective learning / training session.		
3.	Selects an appropriate instructional delivery method (i.e., lecture, demonstration, illustrated-lecture, discussion, etc.) for subject matter presented.		
4.	Uses appropriate pitch and modulation of voice, and appropriate gestures.		
5.	Avoids inappropriate language, slang, and distracting mannerisms.		
6.	Demonstrates familiarity with and competency in subject matter presented.		
7.	Utilizes appropriate aids / props for subject matter presented in lesson.		
8.	Seeks feedback from “students” by soliciting questions, comments, or by other effective means.		
9.	Answers questions effectively from a “student(s)”.		
10.	Follows lesson plan, provides effective transitions in the four-step process that are smooth but evident.		
11.	Administers a quiz and provides appropriate feedback on results to the “student” (evaluator). <i>NOTE TO EVALUATOR: You should deliberately give an incorrect answer to at least one question.</i>		
12.	Observes appropriate safety precautions / stresses safety during presentation. <i>(NO Indicates Automatic Failure)</i>		
13.	Stays within the lesson time frame (+ / - 5 minutes).		
		PASS	
		FAIL	

Evaluator Comments: _____

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PENNSYLVANIA STATE FIRE ACADEMY

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STATION C - Hands-On Demonstration Presentation	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 4 JPRs 4.2.2, 4.2.3, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5	Test Site	

Directions: Utilizing a lesson plan and necessary equipment, demonstrate a skill within the lesson. Assume that the evaluator is part of the audience. Practical work necessary may be conducted in the area(s) indicated by the evaluator. You have fifteen (15) minutes to complete the lesson.

Performance Outcome: Pass/ Fail will be determined by 10 of the 14 items being performed correctly.

Evaluator Please check the test type: **Initial** **Retest**

No.	Task Steps	Yes	No
1.	Appropriately dressed (for the subject being taught).		
2.	Adjust the learning / training environment (i.e., seating, layout, lighting, noise control) for an effective learning / training session.		
3.	Demonstrates proper use of equipment in an orderly, safe sequence.		
4.	Uses appropriate pitch and modulation of voice, and appropriate gestures.		
5.	Avoids inappropriate language, slang, and distracting mannerisms.		
6.	Demonstrates familiarity with and competency in subject matter presented.		
7.	Monitors "student" performance of task.		
8.	Seeks feedback from "students" by soliciting questions, comments, or by other effective means.		
9.	Answers questions effectively from a "student(s)".		
10.	Follows the lesson plan, reviews procedures / steps.		
11.	Conducts a performance evaluation on a student using a skill sheet. (Returns completed sheet to the evaluator at the completion of the station.)		
12.	Provides appropriate performance feedback the "student" (evaluator). <i>Note to Evaluator: You should deliberately make one or more errors in the performance of the skill.</i>		
13.	Observes appropriate safety precautions / stresses safety during presentation. <i>(NO Indicates Automatic Failure)</i>		
14.	Stays within the lesson time frame (+ / - 5 minutes).		
		PASS	
		FAIL	

Evaluator Comments: _____

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PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR I SKILL PERFORMANCE CHECKLIST

STATIONS B & C: Combined Lecture and Demonstration Lesson	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 4 JPRs 4.2.2, 4.2.3, 4.3.2, 4.3.3, 4.4.2, 4.4.4, 4.5.2, 4.5.3, 4.5.4, 4.5.5	Test Site	

Directions: Demonstrate the ability to change student behavior by communicating via the lecture/demonstration format a prescribed emergency services lesson.

Performance Outcome: Pass/ Fail will be determined by 11 of the 16 items being performed correctly.

Evaluator Please check the test type: Initial Retest

No.	Task Steps	Yes	No
1.	Appropriately dressed (for the subject being taught).		
2.	Adjust the learning / training environment (i.e., seating, layout, lighting, noise control) for an effective learning / training session.		
3.	Selects an appropriate instructional delivery method for subject matter presented.		
4.	Utilizes appropriate aids / props for subject matter presented in lesson.		
5.	Avoids inappropriate language, slang, and distracting mannerisms.		
6.	Uses appropriate pitch and modulation of voice, and appropriate gestures.		
7.	Demonstrates familiarity with and competency in subject matter presented.		
8.	Demonstrates proper use of equipment in an orderly, safe sequence.		
9.	Monitors "student" performance of task(s).		
10.	Seeks feedback from "students" by soliciting questions, comments, or by other effective means.		
11.	Answers questions effectively from a "student(s)".		
12.	Conducts an effective lesson review and / or reviews procedures and steps.		
13.	Constructs an appropriate learning evaluation mechanism (i.e., test / quiz or skill sheet) for the lesson submitted <u>AND</u> a brief written essay explaining how the candidate would use this to provide appropriate feedback to the student. (Copies of both to be attached to this Skill Performance Checklist).		
14.	Follows the lesson plan, reviews procedures / steps.		
15.	Observes appropriate safety precautions / stresses safety during presentation. <i>(NO Indicates Automatic Failure)</i>		
16.	Stays within the lesson time frame (+ / - 5 minutes).		
		PASS	
		FAIL	

Evaluator Comments: _____

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PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR I SKILL PERFORMANCE CHECKLIST

STATION D - Training Schedule	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 4 JPRs 4.2.4 NEW	Test Site	

Directions: Given a training assignment, departmental scheduling procedures, instructional resources, facilities and timeline for delivery schedule single instructional sessions so that the specified sessions are delivered according to department procedures. *Please use the supplemental documents provided to complete this skill.*

Performance Outcome: Pass/ Fail will be determined by 5 of the 7 items being performed correctly.

Evaluator Note: if candidate is using a local documents a copy must be attached

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identified and utilized forms/format				
2.	Completes a schedule of instructional sessions to include dates, times and locations				
3.	Selects appropriate work schedule and time allotments, and documents information in appropriate format.				
4.	Explains the program and its benefits				
5.	Information is clear & accurate				
6.	Manages time well				
7.	All reports are neat and legible				
		PASS		PASS	
		FAIL		FAIL	

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____

Re-Test Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR I SKILL PERFORMANCE CHECKLIST

STATION E - Training Records/Reports	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 4 JPRs 4.2.5 NEW	Test Site	

Directions: Using the training topics selected in Station D, prepare training records, report forms and an activity report (one page minimum), providing a summary to include a list of training events, activities, pre-activity requirements and time allotments. *Please use the supplemental documents provided to complete this skill.*

Performance Outcome: Pass/ Fail will be determined by 4 of the 5 items being performed correctly.

Evaluator Note: if candidate is using local documents, a copy must be attached.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identified and utilized appropriate forms/format				
2.	Identify appropriate training information (events, activities, pre-activity requirements and time)				
3.	Accurately records the appropriate training activity information on forms and report				
4.	Materials were properly completed, assembled in an organized manner and submitted				
5.	All reports are neat and legible				
		PASS		PASS	
		FAIL		FAIL	

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____