



Fire Service Instructor I

Skills Sheets NFPA 1041 2012 Edition

The skills sheets contained are designed for the purpose of candidate evaluation and are not designed as instructional handouts

STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
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State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



Fire Service Instructor I Skill Sheet Index

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Performance Evaluation Sheet

Skill Sheet 4.2.3A	Primary Task: Program Management – Assemble Course Materials/Request Resources/Schedule Instruction	Candidate #	
The ability to assemble course materials and prepare requests for resources - NFPA Standard 1041, 2012 Edition 4.2.2, 4.2.3, 4.2.4			
The candidate, given a specific topic, training goals, a training assignment, scheduling procedures, instructional resources, facilities and timeline, will assemble course materials and prepare request for resources so that the lesson plan, all materials, resources and equipment needed to deliver the lesson are obtained and the specified session is delivered according to procedures.			
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.		1st	2nd
1. Identify and document resources required to meet training goal(s)			
2. Draft request to training officer regarding the topic and goal(s) and the resources required			
3. * Complete a resource request form			
4. * Assemble all course materials			
5. Analyze department scheduling procedures			
6. Identify timeline for training session completion			
7. * Schedule training session according to department procedure			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

Revised 11/2/2016

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Skill Sheet 4.2.5A		Primary Task: Program Management – Complete Training Records	
			Candidate #
The ability to complete training records and report forms - NFPA Standard 1041, 2012 Edition 4.2.5			
The candidate, given policies and procedures and forms, will complete and submit completed training records.			
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.		1st	2nd
1.	Report is accurate and legible		
2.	Format is appropriate for subject matter or report		
3.	Content is correct, concise, and objective		
4.	* Include pertinent dates, times, places, and required data		
5.	Use proper form, sentence structure, grammar, spelling, and syntax		
6.	* Report is complete		
7.	Submit in accordance with SOP/Gs, requirements		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Skill Sheet 4.3.2A	Primary Task: Instructional Development – Review Instructional Material/Adapt Lesson Plan	Candidate #		
The ability to review instructional materials - NFPA Standard 1041, 2012 Edition 4.3.2, 4.3.3				
The candidate, given materials for a specific topic, target audience, learning environment, course materials and an assignment, will review instructional materials and adapt a prepared lesson plan.				
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.			1st	2nd
1.	Considers target audience and learning environment			
2.	Analyze and adapt elements of lesson plan as required			
3.	Analyze and adapt learning environment			
4.	Analyze and adapt instructional materials			
5.	* Delivers or describes delivery of adapted lesson			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4	

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Skill Sheet 4.4.2A		Primary Task: Instructional Delivery – Organize Classroom	
			Candidate #
The ability to organize classroom, laboratory, or outdoor learning environment - NFPA Standard 1041, 2012 Edition 4.4.2			
The candidate, given a facility and an assignment, will organize the classroom, laboratory, or outdoor learning environment.			
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.		1st	2nd
Organize the learning environment considering the following:			
1.	Lighting		
2.	Distractions		
3.	Climate control or weather		
4.	Noise control		
5.	Seating		
6.	Audiovisual equipment		
7.	Teaching aids		
8.	* Safety		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Performance Evaluation Sheet

Skill Sheet 4.4.3A	Primary Task: Instructional Delivery – Present a Prepared Lesson Plan		
Page 1		Candidate #	
The ability to present from a prepared lesson plan - NFPA Standard 1041, 2012 Edition 4.4.2, 4.4.3, 4.4.5, 4.4.7			
The candidate, given a prepared lesson plan that specifies the presentation method(s), will present a lesson using the method(s) indicated in the lesson plan.			
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.		1st	2nd
1.	Classroom setup – props and training aids are in place		
2.	Absence of non-applicable distractors		
3.	Appearance is neat, clean and professional		
4.	Speaking voice - Clear with proper fluctuations		
5.	Speaking voice - Uses transitions effectively		
6.	Speaking voice - Tone shows enthusiasm		
7.	Grammar - Speaks in complete sentences		
8.	Grammar - Verbiage tailored to audience		
9.	Grammar - Does not use slang unless appropriate		
10.	++ Grammar - Pronunciation clear and accurate		
11.	Objective are clearly stated in beginning of presentation		
12.	Objectives are referenced during presentation		
13.	Motivation enforces objectives		
14.	Objectives are re-emphasized during summary		
15.	Motivation occurs at begniing of presentation		
16.	++ Motivation delivered enthusiastically		
17.	++ Motivation related directly to subject		
18.	++ Demonstrates evidence of knowledge of topic beyond material in lesson plan		
19.	Demonstrates ability to present lesson without losing place in lesson plan		
20.	++ Does not read majority of presentation directly from lesson plan		
21.	Questions used to encourage student participation		
22.	Demonstrates proper use of overhead questioning technique		
23.	++ Demonstrates proper use of direct questioning technique		
24.	Demonstrates use of activities to control flow of lesson		
25.	Keeps conversation related to topic		
26.	Maintains classroom control		
27.	Transitional sayings are not dominate		
28.	No obvious distracting mannerisms		
++ Weighted Skill	Skill receives 2 points. All other skills receive 1 point	Safety is PARAMOUNT	
		Total number points candidate must earn to pass See 4.4.3B	

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Skill Sheet 4.4.3A	Primary Task: Instructional Delivery – Present a Prepared Lesson Plan	
Page 2		Candidate #
The ability to present from a prepared lesson plan - NFPA Standard 1041, 2012 Edition 4.4.3		
The candidate, given a prepared lesson plan that specifies the presentation method(s), will present a lesson using the method(s) indicated in the lesson plan.		
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.	1st	2nd
29. Does not use crutches		
30. Does not pace excessively		
31. Lesson delivered at a constant rate of speed		
32. Changes made from one main point to another main point easily identified		
33. Training aids introduced at proper time		
34. Does not add non-relevant information into presentation		
35. Summarizes each main point		
36. Student assignments are made		
37. Evaluation step is addressed		
38. Tailors instruction to level being taught		
39. Applies appropriate methods and techniques for the audience being taught		
40. Media is organized and nondistracting		
41. ++ Media can be seen by all students in the room		
42. ++ Transitions between media and other parts of presentation are smooth		
EVALUATOR COMMENT SECTION		
<input type="checkbox"/> No Comment Required. See Skill Sheet		
<input type="checkbox"/> See Comment Section Below		
Examiner Signature		Date
By my signature below, I have read and understand the reason for failure of this Skill Sheet		
1st Failure – Candidate signature		Candidate #
2nd Failure Examiner Signature		
2nd Failure Candidate Signature		Candidate #
++ Weighted Skill	Skill receives 2 points. All other skills receive 1 point	Safety is PARAMOUNT
		Total number points candidate must earn to pass 35

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Skill Sheet 4.4.5A	Primary Task: Instructional Delivery – Differences in Learning Styles	Candidate #		
The ability to adjust to differences in learning styles - NFPA Standard 1041, 2012 Edition 4.4.5				
The candidate, given the instructional environment, will adjust to differences in learning styles, abilities, cultures, and behaviors.				
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.			1st	2nd
1. Disruptive behavior is addressed				
2. Safe and positive learning environment is maintained				
3. Tailors instruction to level being taught				
4. Applies appropriate methods and techniques for the audience being taught				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Skill Sheet 4.4.6A	Primary Task: Instructional Delivery – Operate Audiovisual Equipment	Candidate #		
The ability to operate audiovisual equipment and demonstration devices - NFPA Standard 1041, 2012 Edition 4.4.6				
The candidate, given a learning environment and equipment, will operate audiovisual equipment and demonstration devices.				
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.			1st	2nd
1. Properly uses audiovisual equipment				
2. Properly uses demonstration device				
3. Demonstrates cleaning and field maintenance of audiovisual equipment				
4. Demonstrates cleaning and field maintenance of demonstration device(s)				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Skill Sheet 4.4.7A Primary Task: Instructional Delivery – Utilize Audiovisual Materials		
		Candidate #
The ability to utilize audiovisual materials - NFPA Standard 1041, 2012 Edition 4.4.7		
The candidate, given prepared topic media and equipment, will utilize audiovisual materials.		
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.		
	1st	2nd
1. Objectives are clearly presented	<input type="checkbox"/>	<input type="checkbox"/>
2. Transitions between media and other parts of presentation are smooth	<input type="checkbox"/>	<input type="checkbox"/>
3. Media is organized and nondistracting	<input type="checkbox"/>	<input type="checkbox"/>
4. Media can be seen by all students	<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet 4.5.2A	Primary Task: Evaluation and Testing – Administer Oral, Written and Performance Tests	Candidate #		
The ability to administer oral, written and performance tests - NFPA Standard 1041, 2012 Edition 4.5.2				
The candidate, given the lesson plan, evaluation instruments and evaluation procedures, will administer oral, written, and performance tests.				
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.			1st	2nd
1. Bias or discrimination is eliminated				
2. Testing is conducted according to procedures				
3. Security of test materials is maintained				
4. Skills check list is used for performance testing				
5. Correct questioning technique is used				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4

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Skill Sheet 4.5.3A	Primary Task: Evaluation and Testing – Grade Tests, Report Results, and Provide Feedback		
			Candidate #
The ability to grade oral, written and performance tests, report results, and provide feedback - NFPA Standard 1041, 2012 Edition 4.5.3, 4.5.4, 4.5.5			
The candidate, given class answer sheets or skills checklists, appropriate answer key, report forms, policies and procedures, and evaluation data, will grade an oral test, written test and a performance test, report the results and provide feedback to the student.			
Note to candidate: Skill will end when you state or indicate that you have completed the identified steps.			1st 2nd
1. Use appropriate answer key to grade student tests			<input type="checkbox"/> <input type="checkbox"/>
2. Maintain confidentiality of test scores			<input type="checkbox"/> <input type="checkbox"/>
3. Interpret test scores			<input type="checkbox"/> <input type="checkbox"/>
4. Complete appropriate report form(s)			<input type="checkbox"/> <input type="checkbox"/>
5. Score are accurately recorded			<input type="checkbox"/> <input type="checkbox"/>
6. Report form(s) is forwarded according to procedures			<input type="checkbox"/> <input type="checkbox"/>
7. Unusual circumstances are reported			<input type="checkbox"/> <input type="checkbox"/>
8. Feedback to student is timely			<input type="checkbox"/> <input type="checkbox"/>
9. Feedback is specific			<input type="checkbox"/> <input type="checkbox"/>
10. Feedback is objective, clear, and relevant			<input type="checkbox"/> <input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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