

National Fire Academy Criteria for Contract Instructor Selection

Course: **Managing Effective Fire Prevention Programs (R0671)**

Curriculum: **Fire Prevention: Management**

The purpose of this course is to provide the knowledge, skills and abilities needed to lead a fire prevention/risk reduction bureau or unit. Students will be able to define their role, lead a cultural change process that increases the fire prevention/risk-reduction focus within the organization at large, define the job performance requirements of the bureau, and recommend technical/interpersonal development opportunities that enhance staff performance. Students will identify power bases and political influence to increase effectiveness. Given a budget, students will be able to determine if funding is available to accomplish the fire prevention/risk-reduction bureau's objectives. Lastly, objectives and performance metrics based on community vulnerabilities for each function area in the fire prevention/risk reduction bureau will be developed.

Target Audience

The course is designed for fire marshals, fire inspectors, fire and life safety educators, fire investigators, and plan reviewers. The course is intended for the student who has or will have responsibility for managing fire prevention/risk-reduction bureaus or units. It is also designed for those who aspire to lead and/or manage sections of a fire prevention/risk-reduction bureau but have little or no experience and would like to learn more about the process.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the National Fire Academy's Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

The candidate should possess a minimum of a bachelor's degree from a regionally or nationally accredited institution of higher education. The degree should be in a discipline closely related to the subjects covered in this course, public administration, emergency management, fire or safety engineering, engineering technology, project management, political science, project management, etc. Preference will be given to candidates possessing professional registration or certifications. Graduate degree is preferred related to the subject area.

2. Instructional Experience

- a. Candidates must demonstrate that they can effectively teach the core concept of this course which includes definition of roles, leading cultural change process to increase fire prevention/risk-reduction focus within the organization at large, job performance requirement, technical and interpersonal development of staff, political influence, organization finances, and establishing priorities and strategies. Candidate must be able to instruct a diverse student population with a broad range of training and experience.
- b. Course attendance within the last three years as a student or contract instructor trainee.

3. Documented Knowledge and Experience in the Subject Area

Candidates must address in the submission their knowledge and experience in each of the following course topical areas:

- a. Roles, responsibilities and traits of a fire prevention/risk-reduction bureau manager.
- b. Experience in leading cultural change that increases the fire prevention/risk-reduction focus within the organization at large.
- c. Job performance requirements of the fire prevention/risk-reduction bureau.
- d. Recommending technical/interpersonal development for staff.
- e. Political arena to enhance the organization and community.
- f. Organization finances and budgeting.
- g. Developing appropriate objectives and performance metrics based on community vulnerabilities for a fire prevention/risk-reduction bureau.

4. Continuing Practice or Education

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years; or
- d. attending and/or speaking at a conference related to the field at the local, state or national level within the last three years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

5. How to Submit an Application

The following documents are required with each submission:

- a. A cover letter listing the courses you want to teach.
- b. Your résumé.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.
- d. Three references from persons who are knowledgeable about your character as well as your teaching ability. One reference letter should be from the department or agency head in your organization or certifying organization.
- e. Include a current email address so we can communicate more efficiently with you.

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov