

# Instructor Manual

## Position Description

An instructor plays a vital role in the training and certification of career and volunteer personnel. This individual is the Subject Matter Expert (SME) for the initial training of all firefighting related skills. This position provides administrative support from class start to finish.

## Responsibilities

- Plans lectures and activities that meet the academic objectives of the course syllabus
- Delivers cognitive and psychomotor courses that meet national, state, and local standards
- Administers written and practical exams ensuring fulfillment of program standards
- Coordinate training and testing regarding MCFRS and MFRI standards

## Required Qualification

- FF3
- Must be 21 years of age
- Instructor 1 preferred (obtained within 10 years prior to Maryland Instructor Certification Review Board (MICRB) application)
- Must obtain Instructor 2 in time to complete MICRB

## Preferred Qualifications

- Instructor 2
- Previous instructing experience
- Previous experience with public engagements

## Behavioral Requirements

All instructors are expected to adhere to the Montgomery County Fire and Rescue Services (MCFRS) Operational Values, as these reflect the core character traits expected of all personnel:

- Commitment to Duty
- Respect for Others and the Organization
- Integrity

If an instructor's actions or behavior diverge from these principles, the behavior will be addressed followed by a formal warning. Continued negative behavior that jeopardizes the program, or the safety of personnel will result in escalation through the chain of command for appropriate action.

# Application Process

## Complete the required application (JotForm)

- Submit Resume to Training Program Manager
- Obtain Supervisor Endorsement and ensure it is sent to the Training Program Manager
- Program specific requirements

Candidates will then be ranked based on interview, resume, and experience. The candidates will be selected based on qualifications and PSTA staffing needs at the time. Other candidates can be allowed into the system in ranked order as candidates in the system compete MICRB status.

## Post Selection Process for Instructors

Instructors at the MCFRTA are broken into three categories: assistant adjunct instructors, adjunct instructors. and lead instructors.

Assistant Adjunct Instructors may assist lead and adjunct instructors in student instruction. They may be assigned a smaller group of students for specific instruction, (e.g.) skills or be used in other capacities that will facilitate instructors (e.g.), pump operator.

Adjunct Instructors may assist lead instructors in student instruction. They may be assigned a smaller group of students for instruction; at which time they will be the sole instructor for the group. This requires them to be SME in the topic area of the small group instruction. Per the Code of Maryland Regulations (COMAR title 30) an adjunct instructor without MICRB certification cannot lead a certification class. However, an adjunct instructor may lead a non-MFRI PSTA class.

Lead Instructors at the MCFRTA have fulfilled the requirements of the MICRB level 2 Instructor. They are the SME on all subject areas taught in the class, local state and national administrative requirements, and certification processes.

### Assistant Adjunct Instructor Process

- Desire to teach subject or a SME.
- Complete 8-hour orientation and skills training provided by the MCFRTA in conjunction with the Training Program Manager or complete the 14-hour instructor skills class.
- Receive two successful evaluations from two different MICRB Instructors.
- Receive an approval from the Training Program Manager (This can be performed simultaneously with the second MICRB instructor evaluation.

- The candidate will then receive an email from the Training Program Manager advising them of their status as an assistant adjunct instructor. They will then be permitted to sign up on the teaching calendar for any session labeled assistant adjunct.

### Adjunct Instructor Process

- Complete 8-hour orientation and skills training provided by the MCFRTA in conjunction with the Training Program Manager or complete the 14-hour instructor skills class.
- Receive two successful evaluations from two different MICRB instructors.
- Receive an approval from the Training Program Manager (This can be performed simultaneously with the second MICRB instructor evaluation).
- The candidate will then receive an email from the Training Program Manager advising them of their status as an adjunct instructor. They will then be permitted to sign up on the teaching calendar for any session labeled adjunct.
- If an Adjunct Instructor wishes to obtain their MICRB level 2 instructor status, they must notify the Training Program Manager in writing via email.

### Lead Instructor Process (MICRB)

- Successfully complete a **Maryland Certified** Instructor 2 course.
- Notify the Training Program Manager in writing via email.
- Pick a teaching discipline and attend a 10-hour Skills Development course provided by an MICRB instructor. The candidate must receive a successful evaluation upon completing the skill development course.
- Work with an instructor mentor (MICRB) to complete the skills check-off (obtain a minimum of 12 hours teaching a discipline-specific skill). Each skill must be signed off by a MICRB instructor.
- Practice teach, two (3) hour class sessions with a successful evaluation by a MICRB instructor evaluator for each session. One session must be cognitive the other psychomotor.
- Interims teach for a minimum of 60 clock hours and achieve two consecutive satisfactory evaluations from two different MICRB-approved evaluator or instructor trainer. Each evaluator shall be from a local jurisdiction or sponsoring agency different from one another. (e.g., one of our MICRB instructor evaluator/trainer and one outside jurisdiction evaluator/trainer).
- Apply for certification with the MICRB as a level 2 Instructor.

### **Adding a Discipline to Adjunct or MICRB Instructor Status**

- Notify the Training Program Manager in writing via email.
- Complete PSTA orientation class (if not already completed).
- Complete 8-hour orientation and skills training provided by the MCFRTA in conjunction with the Training Program Manager or complete the 14-hour instructor skills class.

- Complete the skills check off. Each skill must be signed off by an MICRB instructor.
- Receive two satisfactory evaluations from a MICRB Instructor.
- Receive an approval from the Training Program Manager (This can be performed simultaneously with the second MICRB instructor evaluation).
- Complete other program specific requirements (specifics are found in the appendices).

#### **Recertification of Lead Instructor Status**

- Teach a minimum of 60 hours in the three-year certification period.
- Receive a satisfactory evaluation by a MICRB Instructor Evaluator.
- Complete 12 hours of MICRB approved professional development (PDI).

# Compensation

There are currently no pathways in place for the compensation of volunteers for teaching classes or during the certification process. Upon completion of the certification process volunteers may seek employment through the MFRI or third-party teaching organizations. The MCFTA does currently contract through a third-party vendor for instructors for some of their Fire classes. These contracts are subject to change and completion of the instructor process with the MCFRTA does not guarantee employment with the vendor.

Career uniformed personnel are eligible for compensation for extra hours accrued while teaching fire related classes. The below are guidelines that will be followed when timecard entries are approved by the Training Program Manager.

- Candidates will not be compensated for training or classes taken to become eligible to apply for the position of an adjunct Instructor.
- Candidates will not be compensated for training to become an adjunct instructor once selected to begin the process.
- Adjunct instructors will be compensated for all hours worked once they have received notification of being certified as an adjunct Instructor.
- Adjunct instructors will be compensated for hours worked and training to become a lead Instructor.
- Instructors will be compensated based on the following time allotments.
  - 3-hour class – 3 hours teaching 0.5 hours prep time
  - 6-hour class – 6 hours teaching 1 hour lunch 0.5 hours prep time
  - Lead instructor initial EMT course 2 hours admin per week of class (extra admin duties can be completed at the firehouse or special approval can be obtained by Training Program Coordinator)
  - 12 hours PDI per recert cycle will be compensated.

## **Hiring of Personnel to Teach Classes**

At the beginning of each semester an email will be sent by the Training Program Manager to all instructors soliciting interest in leading the upcoming fire classes. Selection of the lead instructors will be by interest, availability, and how long it has been since an instructor has led a complete class. An instructor who has recently taught a complete class will be deferred, and an instructor who has not had a recent opportunity to teach a complete class will be selected. Sharing of the lead instructor responsibility between two instructors is permitted. It will be the responsibility of the two instructors two coordinate the schedule and ensure that there is a lead instructor at each session.

After the lead instructors have been chosen the initial class and fire Skills class schedule will be placed on the calendar. An email will go to all instructors notifying them that the calendar is available. Instructor spots are filled on a first come basis.

Each Initial practical session will have two adjunct instructors. Any interim instructor is not included as an adjunct. Their role is to act as the lead instructor while being supervised by the lead instructor. One adjunct spot is for MCFRS instructors. The second is for current third-party contract instructor. Two weeks from the class session date an MCFRS instructor is permitted to sign up in the available adjunct spot not filled by the third-party contractor. Likewise, any available MCFRS adjunct spot not filled will be sent to the third-party contractor as an available vacancy to be filled by their instructor.

Any skills class will have a lead, an adjunct, and a third-party contractor adjunct. The lead instructor must be an MICRB certified instructor. Any MICRB certified instructor who signs up for an adjunct spot, when a lead instructor spot is still available will be moved to the lead spot. MCFRS instructors who are not MICRB certified can only sign up in the adjunct spot.

Two weeks from the skills class session date an MCFRS instructor is permitted to sign up in the available adjunct spot not filled by the third-party contractor. Likewise, any available MCFRS adjunct spot not filled will be sent to the third-party contractor as an available vacancy to be filled by their instructor.

# Appendix

PEAF Skills and Requirements

Hazmat Operator Skills and Requirements

Fire 1 and Fire 2 Skills and Requirements

Pump Operator Skills and Requirements

Aerial Apparatus Operator Skills and Requirements

VME/Site Operator Skills and Requirements

Management Class Skills and Requirements

- \*\*\* Appendix for Behavior
- Required to teach