

National Fire Academy Criteria for Contract Instructor Selection

Course: Urban Fire and Life Safety-Issues and Solutions (R0380)

Curriculum: Fire Prevention: Public Education

This course is designed to develop strategies to address common risk-reduction challenges facing fire departments that service urban communities. The course educates personnel from municipal fire departments or state fire agencies on how to prepare and implement fire and risk-reduction strategies that may make a significant impact in urban cities. The course follows a planning process that applies fire and life safety tools related to urban settings. Students will have opportunities to model and demonstrate many of the course concepts in an urban risk environment.

Criteria for Contract Instructor Selection

This course will consist of an instructional team of two contract instructors. The contract instructors must have extensive knowledge and experience as a prevention/community risk-reduction practitioner in an urban setting. The course requires technical expertise in planning, implementing and evaluating community risk-reduction programs.

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

1. Applicants not meeting the basic criteria as listed on the general requirements (found on NFA's web page) will not qualify.
2. Applicants should submit a resume that includes at a minimum name, address, phone number, employment history and references. Please note that resumes do not necessarily provide adequate responses to each criterion. All applicants should select the appropriate role first, and then submit a response that addresses those criteria.

Criteria for Contract Instructor Selection: Urban Risk-Reduction Practitioner Category

A response that addresses each of the criteria listed below must be submitted. Candidates should have attained a fully professional level in each item. Factors under consideration include experience, level and extent of activity, and leadership skills. In addition to meeting the general criteria for the instructor selection process, the potential contract instructor must provide information for the following requirements.

1. Academic Requirement

The candidate must possess an earned graduate level degree from a regionally accredited institution of higher education. Consideration will be given to those applicants who possess a bachelor's degree from a regionally accredited institution of higher education. Academic degrees should be in a discipline closely related to those subjects covered in this course (i.e., planning and urban studies, public administration, emergency management, public health or other related fields).

2. Instructional Experience

Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal fire service training academies, colleges, or universities. Candidates must be proficient in the facilitation of intensive small work groups.

3. Documented Knowledge and Experience in the Subject Area

The candidate must have solid experience as an urban risk-reduction practitioner in the public or private sector. Other minimum qualifications should include:

- a. Knowledge of characteristics associated with the high-risk urban environment.
- b. Experience in managing a prevention/community risk-reduction process in an urban environment that involved assessing risk in the community and development of programs which incorporated multiple intervention strategies (i.e., education, enforcement, engineering).
- c. Experience in planning, implementing, evaluating and reporting on successful prevention/community risk-reduction programs in an urban environment involving multiple community partners at the grassroots level.
- d. Experience in representing the fire department or other organizations in a leadership capacity in a community-based prevention/risk-reduction coalition(s) addressing an urban environment.

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. teaching the course at the NFA or in the field within the last two years; or
- d. 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.

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

Submit cover letter, resume and documentation to:

National Fire Academy
Deputy Superintendent
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov