

National Fire Academy Criteria for Contract Instructor Selection

Course: Leadership and Administration (R0810)

Curriculum: Leadership and Administration

This intensive six-day course provides the appropriate skills for the volunteer emergency services officer to view administrative effectiveness through adaptive leadership skills and efficient management practices. Course units include leadership — setting the stage, planning, forging partnerships, human resource management, recruitment, retention, needs assessment and assets, risk assessment, leading change, and “putting it all together.” There are pre-course activities, including a reading assignment. The course is recommended for transfer credit consideration by the American Council on Education at the lower and upper divisions at the baccalaureate level.

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 (NFA’s) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

The candidate must have a minimum of a bachelor’s degree from an accredited institution of higher learning. It is preferred that the instructor candidate have attended the course within the last three years or attend as a contract instructor trainee upon preliminary approval of the application.

2. Instructional Experience

- a. The candidate must have significant instructional and facilitation experience with adult learners at an associate’s degree level. This experience should include actual instruction, program design, program evaluation, providing feedback, and program management. The adult instruction must be demonstrated, excluding experience within the candidate’s own Volunteer Emergency Services Organization (VESO).
- b. The candidate must demonstrate fire service experience, a substantial portion of which must be with a VESO. This experience must include functioning at a senior officer level, preferably as chief or president of the VESO.

3. Documented Knowledge and Experience in the Subject Area

The candidate must demonstrate experience in planning, executing, and assessing VESO recruitment and retention programs; experience in organizational and program planning, with an emphasis on funding, financing and budgeting; and an understanding of the legal requirements and environment facing today's VESO.

4. Additional Submittals

A record of public speaking and publishing must be demonstrated, particularly relative to VESO-related issues and topics.

5. 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 ongoing training or instruction may result in revocation of the contract instructor status.

Submit cover letter and documentation to:

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