

## ***INSTRUCTION SHEET***

### ***INSTRUCTOR I PERFORMANCE SKILLS***

#### **Format**

The Instructor I Skill 1-5 and progressing to Skill 1-6 should be conducted in a progressive type grading format. The same progressive format applies to Skill 1-7 and progressing to Skill 1-10. Skills 1-1 through 1-4 are provided as independent skill sheets.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

#### **Scoring Method**

The scoring method is Satisfactory (S) or Unsatisfactory (U) for each step of the skill objective, and a pass or fail for each individual skill section. In order to successfully pass an individual skill section, the Instructor I candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Instructor I candidate must receive a passing score for all individual skill sections.

If a step of a skill objective is scored Unsatisfactory, only that skill objective must be retested. For example, if a candidate fails step c of Skill 1-1, he or she must be retested on Skill 1-1, in its entirety.

Any unsatisfactory or individual skill failure shall require the Examiner to explain the reason for the failure in written form in the comments section of the skill sheet.

#### **Preparation and Equipment**

Among the items you will need to have before skill testing are prepared lesson plans and associated materials and equipment. The lesson plans may be based on various topics, including non-fire service topics. Lesson plans are not a part of this package and will have to be obtained from other sources.

Some performance skills require two-way interaction between the Instructor candidate and students.

#### **Specific Performance Skill Information**

##### **Skill 1-6**

This skill requires that the candidate's presentation be timed.

For this skill, the Examiner should create realistic conditions that could happen in the class environment to provide the changing circumstances. (e.g. circuit breaker trips, projector malfunctions, computer error, network problems, etc.)

For this skill, the Instructor candidate shall use at least two types of audiovisual aids. The candidate can demonstrate proper transition within and between the media by effectively using the audiovisual aids, correctly operating any equipment, and integrating the media types when appropriate.

The candidate can demonstrate a smooth transition between media and other parts of the lesson plan by relating the audiovisual aids to the lesson plan when beginning the transition to the audiovisual aid and again when transitioning back. The use of the audiovisual aid and media should be seamless and not disrupt the flow of the lesson plan delivery.

### **EXAMINERS NOTE**

If these skills are part of the Commission designated skills test, you may have to provide the examinee with examples to facilitate the testing.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**

Performance Standards Evaluation

**Program Management - Skill Number 1-1**  
Assembling Course Materials

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.2.2**

**Fire Instructor I**

**OBJECTIVE**

Assemble course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained. (4.2.2)

**INSTRUCTIONS - procedures for achieving the objective**

Given a specific topic, you shall assemble course materials so that the lesson plan, all materials, resources and equipment needed to deliver the lesson are obtained.

**EXAMINER NOTE:**

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Lesson plans

Lesson materials, resources and equipment

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Program Management-Skill Number 1-1</b>				
Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained. (4.2.2)				
a) Selected a lesson plan appropriate to the topic.				
b) Selected audiovisual aids and equipment appropriate to the lesson.				
c) Utilized correct policy and procedure to obtain teaching materials.				
d) Chose presentation method appropriate to the teaching environment.				
e) Assembled, prepared materials so they were ready to deliver the lesson.				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
Examiner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**

Performance Standards Evaluation

**Program Management - Skill Number 1-2**  
Requesting Resources

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.2.3**

**Fire Instructor I**

**OBJECTIVE**

Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented. (4.2.3)

**INSTRUCTIONS - procedures for achieving the objective**

Given training goals and current resources, you shall prepare requests for resources so that the resources are identified and documented.

**EXAMINER NOTE:**

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Training goals

Current resources

Resource request procedures and documents per AHJ

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Program Management-Skill Number 1-2</b>				
Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented. (4.2.3)				
a) Reviewed training goals.				
b) Reviewed current resources.				
c) Identified additional resources needed.				
d) Requested needed resources.				
e) Documented resource requests.				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

_____	_____	Overall Skill Sheet Score
Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Instructor I**

Performance Standards Evaluation

**Program Management - Skill Numbers 1-3  
Scheduling Instructional Sessions**

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.2.4**

**Fire Instructor I**

**OBJECTIVE**

Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure. (4.2.4)

**INSTRUCTIONS - procedures for achieving the objective**

Given a training assignment, department scheduling procedures, instructional resources, facilities and a timeline for delivery, you shall schedule single instructional sessions so that the specified sessions are delivered according to department procedure.

**EXAMINER NOTE:**

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

List of single instructional sessions for scheduling  
Department schedule  
Instructional resources and facilities  
Timeline for delivery of single instructional sessions  
Skill 1-3 Activity Sheet

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Program Management-Skill Number 1-3</b>				
Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure. (4.2.4)				
a) Reviewed scheduling procedures.				
b) Reviewed sessions to be scheduled.				
c) Reviewed timeline for delivery.				
d) Reviewed instructional resources and facility availability.				
e) Scheduled instructional sessions according to procedures.				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

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_____	_____	Overall Skill Sheet Score
Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Instructor I

### Performance Standards Evaluation

#### Program Management –Skill Number 1-3 Activity Sheet

##### Scheduling Instructional Sessions

You are the Training Officer for a shift of 12 members. Only two people may be off duty at the same time. The Training Chief has given you a list of 6 classes that will need to be taught on your shift next month. Some of the classes must be presented in sequence. All training must be completed by 2200 hrs on any given shift and shift change is at 0700 hrs. Schedule all classes so that all personnel received the appropriate training during the month.

B-Shift Personnel	Rank	Years in Service
1. John Boss	Battalion Chief	18
2. James Dillon	Captain	10
3. Kim Smith	Lieutenant	6
4. Joe Washington	Lieutenant	6
5. Alan Dillon	Driver/Operator	28
6. Mike Prescott	Driver/Operator	4
7. Richard Case	Senior Firefighter	9
8. Joe Orozco	Senior Firefighter	25
9. Martin Wages	Firefighter	3
10. Seth McDaniel	Firefighter	3
11. Tim Combs	Firefighter	2
12. Shelby Young	Firefighter	½
13. Bubba Thomas	Firefighter	½

#### Classes

1. Blood borne pathogens introduction	1 hour
2. Blood borne pathogens Part two/refresher	1 hour
3. Ground Ladders single company	3 hours
4. Water Shuttle Night Operations Multi Company	3 hours
5. Officer Development	2 hours
6. Radio Communications	1 hour

#### Assignments

1. Personnel with less than a year of service must attend Blood borne pathogens introduction
2. All personnel must attend Blood borne pathogens Part two/refresher and the Human Resource meeting.
3. All officers and Senior Firefighters must attend Officer Development
4. Personnel with 5 years of service or less must attend the Ground Ladders Class
5. All Driver/Operators must attend the Water Shuttle Class
6. All personnel must attend the Radio Communication Class

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**

Performance Standards Evaluation

**Program Management –Skill Number 1-3 Activity Sheet**  
 Scheduling Single Instructional Sessions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 A	<b>2 B</b> J Dillon OFF 24  Combs OFF 24  0800-1000 Staff Mtg	3 C	4 A	<b>5 B</b> Young OFF 0700-1900  Wages OFF 24  Station Tours 1400- 1600	6 C	7 A
<b>8 B</b> Boss OFF 24  Meal at Local Church 1800- 1900	9 C	10 A	<b>11 B</b> Smith OFF 24  Thomas OFF 1900-0700  Hose testing 1000-1200	12 C	13 A	<b>14 B</b> Case OFF 24  Orozco OFF 24  Citizens Fire Academy 0800-1500 in classroom
15 C	16 A	<b>17 B</b> A Dillon OFF 24  Smith OFF 24	18 C	19 A	<b>20 B</b> Thomas OFF 0700- 1200  Meet with Chief 1300-1500	21 C
22 A	<b>23 B</b> Station Tour 1000-1100  Human Resource Meeting 1300-1600	24 C	25 A	<b>26 B</b>  Holiday	27 C	28 A
<b>29 B</b> Washington OFF 24  McDaniel OFF 24	30 C	31 A				

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Instructor I**

Performance Standards Evaluation

**Program Management - Skill Numbers 1-4  
Completing Training Records**

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.2.5**

**Fire Instructor I**

**OBJECTIVE**

Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures. (4.2.5)

**INSTRUCTIONS - procedures for achieving the objective**

Given policies and procedures and forms, you shall complete training records and report forms so that all required reports are accurate and submitted in accordance with procedures.

**EXAMINER NOTE:**

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Training record and report forms  
Policies and procedures per AHJ

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Program Management-Skill Number 1-4</b>				
Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures. (4.2.5)				
a) Completed class roster to include date, location, instructor name, topic and student names.				
b) Established documentation of attendance.				
c) Completed records in a clear and concise manner.				
d) Completed records accurately.				
e) Updated each student's individual training record.				
f) Submitted records and reports according to training policies and procedures.				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**Examiner/Candidate Comments:**

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Examiner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Instructor I

### Performance Standards Evaluation

#### Instructional Development - Skill Numbers 1-5

##### Developing Instruction

### PERFORMANCE STANDARD

Section 801

### NFPA 1041 4.3.2, 4.3.3

Fire Instructor I

### OBJECTIVES

Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified. (4.3.2)

Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved. (4.3.3)

### INSTRUCTIONS - procedures for achieving the objective

Given the instructional materials for a specific topic, target audience, and learning environment, you shall review the instructional materials and identify the elements of the lesson plan, learning environment, and resources that need adaptation. Then you shall adapt the prepared lesson plan so that the needs of the student and the objectives of the lesson plan are achieved.

### EXAMINER NOTE:

NFPA 1041 A.4.3.1 - The Instructor I should not alter the content or the lesson objectives in this process.

NFPA 1041 A.4.3.2 - The Instructor I, prior to the start of the course, should be able to evaluate local conditions, evaluate facilities for appropriateness, meet local standard operating procedures (SOPs), and evaluate limitations of students.

NFPA 1041 A.4.3.3 - The Instructor I should be able to modify the method of instruction and course materials to meet the needs of the student and accommodate the instructor's style. This includes adaptations necessary due to the learning environment, audience, capability of facilities, and types of equipment.

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**PREPARATION & EQUIPMENT**

Materials for a specific topic  
Target audience and learning environment  
Prepared lesson plan  
Policies and procedures per AHJ

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Instructional Development-Skill Number 1-5</b>				
Review instructional materials, given the materials for a specific topic, target audience and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified. (4.3.2)				
Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved. (4.3.3)				
a) Reviewed specified topic.				
b) Reviewed prepared lesson plan.				
c) Reviewed target audience.				
d) Reviewed learning environment and/or facilities.				
e) Reviewed audiovisual equipment and materials.				
f) Analyzed required resources (e.g., staffing and equipment).				
g) Identified conditions (a-f above) that would interfere with successful learning.				
h) Adapted specified topic, as necessary.				
i) Adapted prepared lesson plan, as necessary.				
j) Adapted to target audience, as necessary.				
k) Adapted to learning environment, as necessary.				
l) Adapted audiovisual equipment and materials, as necessary.				
m) Adapted to other conditions that would interfere with successful learning.				

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Instructor I**

Performance Standards Evaluation

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as  
“Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Instructor I

### Performance Standards Evaluation

#### Instructional Delivery - Skill Numbers 1-6

##### Delivering Instruction

### PERFORMANCE STANDARD

Section 801

NFPA 1041 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7

Fire Instructor I

### OBJECTIVES

Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered. (4.4.2)

Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. (4.4.3)

Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved. (4.4.4)

Adjust to differences in learning styles, abilities, cultures and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained. (4.4.5)

Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly. (4.4.6)

Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage. (4.4.7)

### INSTRUCTIONS - procedures for achieving the objective

Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective, you shall deliver a 15-20 minute block of instruction. You shall first organize the learning environment. Then you shall present the prepared lesson and adjust to differences in learning styles including addressing disruptive behavior. During the presentation, you shall also operate and properly utilize audiovisual equipment and demonstration devices.

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Instructor I

### Performance Standards Evaluation

#### **EXAMINER NOTE:**

The Examiner must provide the changing circumstances in the class environment for which the Fire Instructor I candidate will adjust the presentation.

The Examiner must provide a student with disruptive behavior for which the Fire Instructor I candidate will address.

NFPA 1041 A.4.4.5 - Examples of disruptive behavior include, but are not limited to, harassment, abuse, discrimination, disruption of training, horseplay, and a lack of respect for others.

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

#### **PREPARATION & EQUIPMENT**

Prepared lesson plan

Learning environment

Audiovisual equipment and demonstration devices

Student with disruptive behavior

Changing circumstances in the class environment

See Instruction Sheet- Instructor I Performance Skills

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Instructional Delivery-Skill Number 1-6</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<p>Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered. (801-4.4.2)</p> <p>Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. (801-4.4.3)</p> <p>Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved. (801-4.4.4)</p> <p>Adjust to differences in learning styles, abilities, cultures and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained. (801-4.4.5)</p> <p>Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly. (801-4.4.6)</p>				

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Instructor I

### Performance Standards Evaluation

Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage. (801-4.4.7)				
a) Adapted learning environment for successful learning (lighting, distractions, climate control or weather, noise control, seating, etc.).				
b) Prepared audiovisual equipment and/or teaching aids for use and tested prior to beginning presentation.				
c) Ensured that recognized safety hazards are addressed.				
d) Presented the prepared lesson plan.				
e) Clearly presented lesson learning objectives.				
f) Utilized presentation methods specified by the lesson plan.				
g) Demonstrated effective oral communication techniques.				
h) Adjusted the presentation to changing classroom circumstances.				
i) Adjusted to differences in student learning styles, abilities and behavior.				
j) Utilized coaching and motivational techniques.				
k) Addressed disruptive behavior.				
l) Demonstrated flexibility and ability to solve problems.				
m) Maintained personal composure and professional demeanor.				
n) Utilized prepared topical media and equipment.				
o) Operated audiovisual equipment so that it functions properly.				
p) Effectively utilized audiovisual aids and equipment.				
q) Followed proper cleaning and/or field maintenance procedures for audiovisual equipment.				
r) Properly transitioned within and between media.				
s) Smoothly transitioned between media and other parts of lesson presentation.				
t) Adapted instruction to the time frame provided.				
u) Achieved stated learning objectives.				
v) Completed instruction in the time frame provided.				
w) Returned media to storage.				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**

Performance Standards Evaluation

**Evaluation and Testing - Skill Number 1-7**  
Delivering Instruction Using a Prepared Lesson Plan

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.5.2**

**Fire Instructor I**

**OBJECTIVE**

Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures and the security of the materials is maintained. (4.5.2)

**INSTRUCTIONS - procedures for achieving the objective**

Given a lesson plan, evaluation instruments, and the evaluation procedures of the agency, you shall administer an oral, written and performance tests so that bias or discrimination is eliminated, the testing is conducted according to procedures and the security of the materials is maintained.

**EXAMINER NOTE:**

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Lesson plan

Evaluation instruments (oral, written and performance tests)

Evaluation procedures per AHJ

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Evaluation and Testing-Skill Number 1-7</b>				
Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures and the security of the materials is maintained. (4.5.2)				
a) Administered an oral test.				
b) Administered a written test.				
c) Administered a performance skills test.				
d) Followed applicable testing/evaluation procedures.				
e) Eliminated bias and discrimination.				
f) Maintained security of testing materials.				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**Examiner/Candidate Comments:**

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Examiner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**

Performance Standards Evaluation

**Evaluation and Testing - Skill Numbers 1-8**  
Grading Student Tests

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.5.3**

**Fire Instructor I**

**OBJECTIVE**

Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured. (4.5.3)

**INSTRUCTIONS - procedures for achieving the objective**

Given class answer sheets or skills checklists and appropriate answer key, you shall grade a student oral, written or performance test so that the examination is accurately graded and properly secured.

**EXAMINER NOTE:**

The Examiner must designate which type of test the Fire Instructor I candidate will grade.

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Class answer sheets or skills checklists  
Answer key

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Evaluation and Testing-Skill Number 1-8</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured. (4.5.3)				
a) Utilized appropriate answer key.				
b) Accurately graded designated test.				
c) Maintained consistency in evaluating/grading.				
d) Followed applicable evaluation/grading procedures.				
e) Properly secured tests and answer key.				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**Examiner/Candidate Comments:**

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Examiner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Instructor I**

Performance Standards Evaluation

**Evaluation and Testing - Skill Numbers 1-9  
Reporting Test Results**

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.5.4**

**Fire Instructor I**

**OBJECTIVE**

Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported. (4.5.4)

**INSTRUCTIONS - procedures for achieving the objective**

Given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, you shall report test results so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

**EXAMINER NOTE:**

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Test answer sheets or skills checklists  
Report forms  
Policies and procedures per AHJ

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Evaluation and Testing-Skill Number 1-9</b>				
Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported. (4.5.4)				
a) Completed test result report form(s).				
b) Maintained accuracy and consistency in reporting.				
c) Reported test results according to procedures.				
d) Exercised appropriate confidentiality in reporting.				
e) Forwarded report of test results to proper person(s).				
f) Reported any unusual circumstances, if applicable.				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
Performance Standards Evaluation

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
Examiner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Re-Test Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**

Performance Standards Evaluation

**Evaluation and Testing - Skill Numbers 1-10**  
Providing Evaluation Feedback

**PERFORMANCE STANDARD**

**Section 801**

**NFPA 1041 4.5.5**

**Fire Instructor I**

**OBJECTIVE**

Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. (4.5.5)

**INSTRUCTIONS - procedures for achieving the objective**

Given evaluation data, you shall provide evaluation feedback to students so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.

**EXAMINER NOTE:**

NFPA 1041 A4.5.5 - The Instructor I is expected to be able to assess student test results and identify areas requiring additional study and communicate this information to the student.

The Fire Instructor I candidate will not be allowed to review the performance steps at the time of testing.

**PREPARATION & EQUIPMENT**

Evaluation data

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Instructor I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Dept: \_\_\_\_\_

School: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Instructor I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Evaluation and Testing-Skill Number 1-10</b>				
Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. (4.5.5)				
a) Provided student feedback based upon testing/evaluation results.				
b) Provided feedback and coaching that is specific to each student.				
c) Provided feedback that is timely and objective.				
d) Provided feedback that is clear and relevant.				
e) Included suggestions to improve future performance.				
f) Maintained security of test results and privacy of individual feedback.				

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