

## CONTRACT INSTRUCTOR CRITERIA

**Course Title: E/L/K0139 Exercise Design and Development**

### **Criteria for Contract Instructor Selection:**

- Applicants must submit a resume with job history indicating level and extent of responsibility and authority.
- Applicants must provide a written letter of reference that outlines their specific exercise-related job duties and experiences in their instruction of adults.
- Applicants must be graduates of the Master Exercise Practitioner Program (MEPP).

**Preferred:** Candidates should have successfully completed a recognized educational methodology course such as EMI's Master Trainer Program or equivalent.

**Minimum:** Candidates must demonstrate successful instructional delivery to post-secondary adult learners at local, regional, State, and/or Federal training programs. Candidates must demonstrate competencies and proficiency in the facilitation of intensive small work groups.

### **Education**

**Preferred:** A bachelor's-level degree from an accredited academic institution of higher education, such as academic degrees in public administration, education, emergency management, public health, emergency medicine, fire science, or the social sciences, etc.

**Minimum:** Consideration will be given to those candidates who do not meet the academic requirement, but who have broad progressive administrative and leadership experience related to the subject area. For this position, this can include, but not be limited to, experience as an elected official, appointed official (city or county manager), emergency manager for local or State government, and individuals who have extensive experience in local, State, and/or Federal exercise programs as a program manager or other specialized roles in exercise development, conduct, evaluation, and improvement planning/corrective action programs.

### **Demonstrated Subject Experience**

**Preferred:** Five years of experience in exercise program management or in the fields of emergency management/emergency services with direct responsibilities for the implementation of exercise program plans in single or multi-jurisdictional environments.

**Minimum:** Three years' minimum experience with community-based emergency management exercise design, development, conduct, evaluation, and improvement/corrective action planning at the local, State, Tribal Nation, Trust Territory, and/or Federal government level(s). Experience in specialized grant-funded preparedness, training, and exercise, and/or exercise programs can be substituted for the emergency management community preparedness/exercise requirement. Background in the development and implementation of exercise-related policies, programs, and procedures, including safety. Experience in the conduct of exercise needs assessment/analysis for an agency/organization, emergency management system, or community. Excellent communication and interpersonal skills. An understanding of the liability and other legal issues associated with operations-based exercise conduct and evaluation.