

CONTRACT INSTRUCTOR CRITERIA

Course Title **E0190 ArcGIS for Emergency Managers**

This course teaches new GIS users how to apply the ArcGIS for Desktop software to support disaster mitigation, response, recovery, and risk management. ArcGIS for Desktop allows users to analyze their data and create geographic knowledge to examine relationships, test predictions, and ultimately make better decisions. Course participants complete numerous hands-on activities that help them learn to develop informative maps as well as to use tools that answer questions based on where things are located and what is known about them. It also develops a variety of skills that can be used to create, edit, manage, and analyze both spatial and tabular data. While this course does not provide hands-on instruction specifically on Hazus, all activities use Hazus inventory and analysis outputs.

Criteria for Contract Instructor Selection:

Applicants must meet the following criteria to be considered. Those not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration. Application packages from individuals meeting the basic criteria will be reviewed based on:

Documented knowledge and experience in subject area:

- Received training and have in-depth knowledge and experience in ArcGIS and Hazus-MH. Substantial teaching or training experience is necessary for this position.
- Expert knowledge of and the ability to teach the version of ArcGIS for which the current E/L 0190 course is designed.
- Demonstrated knowledge of FEMA activities with regard to emergency management.
- Résumé indicating level and extent of responsibility and authority, including two references.
- Ability to teach how GIS can be used by emergency management professionals.
- Ability to teach the most commonly used ArcGIS tools—particularly those related to creating maps and asking questions.
- Ability to identify and teach examples of advanced GIS tools and techniques that are available for exploration outside of this course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment:

- Provide course description, objectives, and syllabus of emergency management training material delivered
- Provide evaluations from all participants in a course delivery for which you received a minimum score of 3.5 or better on a scale of 1 to 5, 5 being the highest score.
- Provide two references from individuals in organizations, where you have delivered training. Do not include staff members or contract instructors from the National Emergency Training Center as these organizational representatives.
- Have successfully completed the E/L 0190 ArcGIS for Emergency Managers course or were involved in the development of the course materials.

Education:

All degree requirements for each course (Associate's, Bachelor's, Master's, etc.) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organization for Higher Education and may require transcripts.

Preferred:

- Undergraduate degree in emergency management, Engineering, GIS, or an associated field of study.
- A Certified Emergency Manager (CEM®) from the International Association of Emergency Managers, GISP certification from the GIS Certification Institute (GISCI) or CFM® from the Associate of State Floodplain Managers (ASFPM) in current and good standing.
- Completion of the EMI Professional Development Series (PDS) or the Basic Academy of courses.

Minimum:

- Demonstrated experience equivalent to a degree in emergency management or an associated field of study.
- One year experience teaching Hazus in a classroom environment and conducting hands-on training of Hazus in a computer laboratory.

Demonstrated Subject Experience

Preferred:

Extensive (more than 5 years) experience in Federal, state, local, or tribal governments in the area of emergency management, fire, police, public works, emergency medical services, and/or an allied profession to include the following activities:

- Extensive (5 years) experience teaching GIS and Hazus in a classroom environment and conducting hands-on training of Hazus in a computer laboratory.
- Had responsibility for developing and maintaining a plan(s) or participated on a team to develop a plan for emergency operations, preparedness, recovery, hazard mitigation or continuity of operations for state, local, or tribal governments.

Minimum:

One year of experience teaching GIS and Hazus in a classroom environment and conducting hands-on training of Hazus in a computer laboratory.

Interview

All instructor candidates will be interviewed via telephone by a panel of experienced GIS/Hazus Curriculum instructors and the Course Manager.

Probationary Period

All new instructors will be on a probationary status until they have successfully completed two (2) course deliveries at EMI and achieved an average score of 3.5 or better on a scale of 1 to 5 for all units

taught for those deliveries. During this probationary period they will be mentored by select experienced instructors. They will not be considered for an off-site delivery until they have successfully completed this probationary period unless it is deemed necessary by the course manager to waive this requirement.

Selection Process

Applicants must meet the subject matter experience requested above as well as having teaching experience. Selection for courses will be through a bid process conducted by the Emergency Management Institute. Selected applications will be scheduled to attend an offering of the course as an instructor. In order to provide the optimum quality and flexibility for EMI as an instructor, you will be required to eventually be able to teach all units within the course for which you have submitted a bid to instruct.

Contract Instructor Performance Requirement

Contractors whose Statements of Work include the presentation of materials must maintain a cumulative minimum rating of 3.5 on a Likert scale rating of 1-5 on student evaluations in the “Quality of Instruction” category. In addition, those contractors acting in classroom and exercise support roles will be evaluated in the following areas:

- Knowledge of subject
- Encouraging student participation
- Fostering collaborative team-based learning
- Presenting engaging lectures
- Providing relevant and accurate responses to student questions
- Supplementing course materials with current examples of issues/trends
- Facilitating exercises in a manner that enhanced development of students skills
- Supporting the course with relevant and appropriate experiences
- Adherence to assigned unit objectives, the Instructor Guide and timelines
- Timely submission of materials for review prior to conduct of the course (if applicable)
- Timely submission of required materials after the course concludes (including applications, evaluations, sign-in sheets, or anything else requested by the Course Manager)
- Adherence to Instructor Guidelines
- Adherence to NETC Code of Conduct, EMI Human Dignity Statement, as well as any other performance or rating criteria set forth by the Course Manager.

NOTE: Because an Adjunct Instructor is a representative of FEMA and EMI during a course delivery, no instructor may use an EMI course delivery to solicit work, endorse, or solicit support of any private or non-profit organization. Instructors will also present a neutral opinion on FEMA and its policies and will defer to FEMA personnel who are present in the classroom for answers to questions about FEMA policy.

Sustainable allegations of violations of the Agency, NETC, EMI or Course Manager Standards of Conduct is a basis for removal from the Qualified Bidder's List.