

CONTRACT INSTRUCTOR CRITERIA

Course Title E0280 State Coordinating Officer (SCO)

This 4-day course provides key State staff with updated information on the disaster assistance process and disaster assistance programs. This course introduces the SCO position and focuses on some laws, regulations, and policies. The course identifies the declaration process and how the FEMA-State agreement works. It also provides tips for working with the Federal Coordinating Officer (FCO) and coordinating at the Joint Field Office (JFO), as well as dealing with disaster issues. Finally, the course discusses how to coordinate External Affairs and Media Relations, how to transition the disaster and close out JFO, and how to prioritize tasks and delegate effectively.

Criteria for Contract Instructor Selection:

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

Documented knowledge and experience in subject area:

- Successfully served on at least 5 disasters as a SCO, FCO, Deputy SCO, Deputy FCO, and/or Governor's Authorized Representatives (GARs).
- Demonstrated knowledge of state, tribal and local emergency management activities with regard to emergency management.
- Demonstrated knowledge of the Robert T. Stafford Act, as amended, and the disaster and emergency declaration process to request federal assistance.
- Demonstrated knowledge of and experienced with the SCO process and responsibilities, at JFOs and at the regional and national levels.
- Demonstrated knowledge of the National Response Framework (NRF), National Disaster Recovery Framework (NDRF), National Incident Management System (NIMS), Stafford Act, 44 Code of Federal Regulation (CFR).

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 (name, telephone, and e-mail address) from individuals in organizations where you have delivered training. Do not include staff members or contract instructors from the National Emergency Training Center (NETC) as these organizational representatives.

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 or an associated field of study.
- A Certified Emergency Manager (CEM®) from the International Association of Emergency Managers or Certified Floodplain Manager (CFM®) from the Associate of State Floodplain Managers (ASFPM) in current and good standing.
- Completion of the National Emergency Management Basic Academy.

Minimum:

- Demonstrated experience equivalent to a degree in emergency management or an associated field of study, preferably focused on emergency management in a state governments.

Demonstrated Subject Experience

Preferred:

Extensive (5 years) combined experience serving in the following positions:

- State Emergency Management Agency (EMA) Staff who have disaster management responsibilities such as designated SCOs, Deputy SCOs, SCOs in training, and Governor's Authorized Representatives (GARs).
- FCO/Deputy FCO
- Federal Disaster Recovery Coordinators (FDRC)

Minimum:

- Served as an SCO and/or FCO on at least five federally declared disasters.

Interview

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

Probationary Period

All new instructors will be on a probationary status until they have successfully completed two course deliveries at EMI and achieved an average score of 3.0 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 EMI. 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, or 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 or refer participants to the FEMA Regional Tribal Liaison 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.