

## **CONTRACT INSTRUCTOR CRITERIA**

### **Course Title            E0209: State Long Term Recovery Planning and Operations**

E0209 is a four (4) day course intended for delivery to state authorities and whole community partners who participate in pre- and post-disaster recovery planning. This course was developed as a complement to the Recovery Pre-Disaster Planning Guidance for States (RPPG-S). Since this document was developed in Spring 2015, it not anticipated that all instructors will be familiar with its contents at this time. However, those wanting to teach this course should be experts in pre-disaster recovery planning and have experienced it as part of a team.

This course is intended to increase State government and Whole Community partner awareness of issues involved in pre-disaster disaster recovery planning and its benefits to the local jurisdictions in the State as well as to the State itself.

Objectives of the course are for participants to be able to:

- Articulate the process of pre-disaster recovery planning;
- Discuss critical stakeholders and partners in recovery planning.
- Articulate to state agencies and organizations their role in recovery planning and implementation
- Describe considerations in selecting a State Disaster Recovery Coordinator and developing a state RSF structure.
- Describe how states can prepare to better support local recovery planning and identification and management of resources.
- Develop/refine their state recovery plan.

### **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.

- The instructor must have working experience with pre- and post-disaster recovery planning at the state level. Resume indicating level and extent of responsibility and authority, including two (2) references is requested. Actual experience with pre-disaster recovery planning is required. The prospective instructor also needs to have experienced the “big picture” of disasters and have worked with emergency management, community planners, or other SMEs in recovery.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were the primary instructor:

- Provide course title, description, objectives, topics presented, dates presented and syllabus.
- Provide two references from individuals in organizations where you have delivered training.

- Provide a video, not to exceed 30 minutes, of you teaching where you have delivered training.
- Prospective instructors will be asked to attend a course offering and to deliver a module and be evaluated by the Course Manager or an existing instructor.

### **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:*

Associate or bachelor's degree or equivalent experience and education in one or more of the following areas: recovery planning, recovery operations, emergency management, or public works. Participation in Federally declared disasters is preferred.

### **Selection Process**

Applicants must meet the subject matter experience requested above as well as having teaching experience. Selection 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. As an instructor, you will be required to each selected units.

### **Contract Instructor Performance Requirement**

Contractors whose Statements of Work include the presentation of materials must maintain a cumulative minimum rating of 3.0 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
- Encourages student participation
- Fostered collaborative team-based learning
- Present engaging lectures
- Experience in computer laboratory environments
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills
- Supported course with relevant experience
- Adherence to assigned unit objectives, the Instructor Guide and timelines
- Timely submission of materials for review prior to conduct of the course (if applicable)
- Adhered 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 Training Specialist.

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.