

CONTRACT INSTRUCTOR CRITERIA

E0210 and G/L0205 Recovery from Disaster: The Local Community Role

E0210 is a 4-day course intended for delivery to tribal, territorial, and local community members and authorities which covers the activities usually performed by local governments after the emergency response to a disaster has peaked and the long-term activities (called recovery) begin to restore the community to pre-disaster conditions. This course is intended to increase local awareness of issues involved in disaster recovery; to identify the types of community members who serve on the disaster recovery task force; and identify the roles and responsibilities of disaster recovery team members.

G/L0205 is a 2.5-day course with the same delivery, goal, objectives, and intended audience. It is meant for delivery in a field setting.

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 disaster recovery planning and operations at the local, county, state, or national level. Resume indicating level and extent of responsibility and authority, including two references, is requested. Actual experience with disaster recovery operations after a federally declared or state-declared disaster is preferred.
- Prospective instructors need to submit a one- or two-page synopsis of current issues, trends, and research that directly relate to recovery from disaster. This is required in addition to the resume and two references.

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 may 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's 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.

Demonstrated Subject Experience

EMI is desirous of having instructors for this course who have experienced disasters and their relief—preferably larger ones that have received Federal declarations. Also, it is preferred that the instructor has worked in disaster recovery functions. The prospective instructor also needs to have experienced the “big picture” of the four phases of disasters and has worked with emergency management in recovery.

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 teach 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
- Fosters collaborative team-based learning
- Presents engaging lectures
- Experience in computer laboratory environments
- Provides relevant responses to student questions
- Supplements course materials with current examples of issues/trends
- Facilitates exercises in a manner that enhanced development of students' skills
- Supports 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)
- Adheres 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 are a basis for removal from the Qualified Bidder's List.