

CONTRACT INSTRUCTOR CRITERIA

Course Title **E/G/L0202-Debris Management Planning for Tribal, State and Local Officials**

This course is designed for State, Tribal, and local officials who are responsible for planning, managing, and/or implementing debris removal and disposal activities from all types of disasters.

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:

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- Resume indicating level and extent of responsibility and authority, include two references.
- E-L0202 is designed to be delivered by federal, state, local instructors or FEMA contract subject matter experts who are familiar with current debris planning, removal and disposal activities, including environmental and historic preservation requirements and FEMA eligibility criteria. These instructors should have current disaster experience at local, tribal, state, or Federal levels.

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

- All instructors must demonstrate effective instructional skills, and be able to communicate effectively with the target audience.
- 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 (preferably tribal) where you have delivered training. Do not include staff members or contract instructors from the National Emergency Training Center (NETC) as these organizational representatives.
- Have successfully completed the E/L0202 course.

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.

Minimum:

- Completion of the following courses PRIOR to application for becoming an instructor:
 - E/L0202 – Debris Management Planning for State, Tribal, and Local Officials

Demonstrated Subject Experience

Preferred:

- E/L/G-202 is designed to be delivered by federal, state, local instructors or FEMA contract subject matter experts who are familiar with current debris planning, removal and disposal activities, including environmental and historic preservation requirements and FEMA eligibility criteria. These instructors should have current disaster experience at local, tribal, state, or Federal levels.
- Had responsibility for developing and/or maintaining a debris management plan or participated on a team to develop a debris management plan.

Interview

All instructor candidates will be interviewed via telephone by the course manager and program staff.

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.