



MU | FRTI

University of Missouri Extension, Fire and Rescue Training Institute

MU FRTI INSTRUCTOR CRITERIA



July 1, 2018

INTRODUCTION

The University of Missouri Fire and Rescue Training Institute (MU FRTI) takes training and instruction seriously and a commitment of this type should not be entered into lightly. A MU FRTI Instructor is the point of contact between Missouri's emergency service professionals and MU FRTI. The role of our instructors is to deliver training and information to Missouri's emergency service professionals at the local level. This job performs an important roll in assuring the safety and competency of the state's emergency service professionals by teaching essential skills needed in emergencies. The job responsibilities of a MU FRTI Instructor will be covered within this document. It is recommended that applicants for the position should consider the following two additional items before applying for or accepting this position.

First, consult with your family before accepting. Experience has shown that a total family commitment is needed to be successful as a University of Missouri Fire and Rescue Training Institute Instructor. By explaining to your family what commitment is expected of you, this will help them in understanding the consequences of missing family events or activities. If your family does not support your decision in becoming a University of Missouri Fire and Rescue Training Institute Instructor we would strongly recommend to you that you take their advice.

Second, you will be expected to meet many different individuals in very different localities. To be able to communicate and-get along with these individuals requires good people and organizational skills. Since you are representing MU FRTI and the Institute is a statewide training agency, you must be able to get along with all individuals in your region. If you believe that you do not display these qualities, again we would recommend that you not consider applying for this position.

MU FRTI INSTRUCTOR CRITERIA

This criterion becomes effective July 1, 2018 and supersedes any previous criteria for MU FRTI part-time instructors.

Individuals engaged in teaching courses on behalf of the University of Missouri Fire and Rescue Training Institute (MU FRTI) will meet the specified criteria for one of the following designations; instructor candidate, adjunct instructor, registered instructor, or consulting instructor.

ALL INSTRUCTORS FOR MU FRTI WILL COMPLY WITH THE FOLLOWING REQUIREMENTS:

- Instructors teaching MU FRTI courses will schedule and conduct training in accordance with the policies of MU Extension and the Fire and Rescue Training Institute.
- Instructors teaching for MU FRTI will adhere to the Conflict of Interest Policy listed in the MU FRTI Standard Operating Procedures Manual.
- To comply with University directives, the Fire and Rescue Training Institute will periodically conduct a review of the current staffing levels of Instructor Cadre of the Institute, and require all Instructors to confirm their intent to continue as an instructor for MU FRTI.
- Instructor candidates will be evaluated by a Regional Coordinator before they are awarded Instructor status with pay.

INSTRUCTOR DESIGNATIONS

INSTRUCTOR CANDIDATE

An Instructor candidate is preparing to become an MU FRTI Adjunct Instructor. All new instructional personnel will need to assist with two different instructors assigned by MU FRTI for a minimum of 24 hours of lecture and 24 hours of practical instruction as an Instructor Candidate. Instructor Candidates must also receive a score of at least 2.5 or greater on their instructor evaluation from their Regional Training Coordinator or Program Specialist before becoming eligible for appointment as an adjunct instructor. Instructor candidates will assist Adjunct Instructors in delivering MU FRTI courses. Instructor Candidates will assist in both cognitive and psychomotor skills lessons.

Instructor Candidates will meet the qualifications of Adjunct Instructors mentioned below.

Instructor Candidates will be eligible for reimbursement of travel expenses in compliance with MU FRTI travel guidelines.

Instructor Candidates do NOT qualify for benefits provided full-time MU FRTI staff or faculty. Instructor Candidate status does afford an instructor candidate coverage under the Worker's Compensation program of the state of Missouri.

Instructor Candidates must have written evaluations from lead instructors from classes that they have assisted in teaching.

ADJUNCT INSTRUCTORS

Adjunct Instructors are approved to teach courses on behalf of MU FRTI and have successfully met the requirements of the Instructor Candidate as well as been recommended by the Regional Training Coordinator from their region or a MU FRTI Specialist for a specific program area.

Adjunct Instructors are eligible for compensation and reimbursement of travel expenses in compliance with University of Missouri travel guidelines. Adjunct instructors are required to be on payroll based on annual compensation. Otherwise, honorarium may be paid through travel vouchers.

Adjunct instructors do NOT qualify for benefits provided full-time MU FRTI staff or faculty. Adjunct Instructor status does afford an adjunct instructor coverage under the Worker's Compensation program of the state of Missouri.

NOTE: Adjunct instructors are at will employees of the university and as such may be removed at any time. Further, adjuncts who routinely deny to teach courses they have been asked to teach are subject of removal as adjunct instructors.

REQUIRED QUALIFICATIONS (DOCUMENTATION REQUIRED):

1. Must be at least 25 years of age with five years of progressive emergency service experience.
2. Certified by the Missouri Division of Fire Safety to a minimum of the Fire Service Instructor Level I.
3. Possess a valid Missouri driver's license.
4. Successful completion of a Train-the-Trainer course and certification at the level for the program being taught if applicable.
5. Must attend an instructor professional development program at least once every three years.
6. Adjunct instructors must successfully complete a criminal background check.

PREFERRED QUALIFICATIONS:

1. Leadership in fire service training/education outreach.
2. Demonstrated ability to develop curriculum and presentations
3. Demonstrated ability in authoring fire service related articles for state or national publications
4. An Associates Degree or higher in fire science or related curriculum area.

REGISTERED INSTRUCTORS

Registered Instructors are individuals who are qualified to conduct MU FRTI approved courses after attending a MU FRTI sponsored train-the-trainer program. MU FRTI will determine exact courses selected for hand-off to Registered Instructors. The main purpose of Registered Instructors is to teach these approved programs within their department and register this course with MU FRTI. Students attending these courses will receive MU FRTI certificates and have the course information documented on their official MU FRTI transcript.

REQUIRED QUALIFICATIONS:

1. Must be at least 25 years of age with five years of progressive emergency service experience.
2. Certified to a minimum of the Fire Service Instructor I level
3. Instructors approved by their Fire Department
4. Approved Registered Instructors must attend the appropriate train-the-trainer programs provided by MU FRTI.
5. Must teach and register with MU FRTI the course (s) approved to teach by MU FRTI within 2 years after the completion of the train-the-trainer. Failure to do so may result in the approval to teach that course being removed.
6. Must have a high school diploma or GED
7. Possess a valid Missouri driver's license.

INSTRUCTOR RETENTION REQUIREMENTS

Adjunct instructors must complete the following requirements to retain their MU FRTI status.

1. Teach at least 12 hours of MU FRTI courses approved by the Institute in subject areas for which the instructor is approved.
2. Maintain their certification level from the Missouri Division of Fire Safety.
3. Receive a minimum score of 2.5 on their annual instructor evaluation.
4. Achieve an average score of 2.5 on their course evaluations.

Adjunct instructors who do not fulfill the retention requirements will be assigned to inactive status. Instructors who remain inactive for two consecutive years will be removed from the MU FRTI adjunct instructor list and have their status changed to Registered.

HOW TO APPLY

MU FRTI will only accept applications when vacancies have been identified and an announcement for hiring part-time instructors has been released. It is highly possible that vacancies filled will be targeted to certain regions of the state only.

To apply fill out the enclosed application and mail it to a MU FRTI Regional Training Coordinator for approval.

Applications will be reviewed by a panel of current adjunct instructors and MU FRTI faculty assigned by the Director of the Fire and Rescue Training Institute. Qualified applicants that have met the required qualifications will then be notified and an interview with the applicant will be scheduled. Individuals wishing to become an MU FRTI Adjunct Instructor must also make a fifteen-twenty minute presentation on an emergency service topic. The exact topic will be decided in the notification letter to the applicant.

CONFLICT OF INTEREST

Fire and Rescue Training Institute adjunct faculty, training associates and other employees must comply with the University of Missouri System conflict of interest policy.

Particular attention should be paid to the policy provisions on:

- the use of confidential information
- outside business interests
- overlapping business activities
- teaching
- consultation, and
- use of University graphic symbols.

UNIVERSITY OF MISSOURI FIRE AND RESCUE TRAINING FIELD INSTRUCTOR APPLICATION

First Name _____ MI _____ Last Name _____

Address _____

City _____ State _____ Zip _____

County _____ Region _____

(H)Phone _____ (W)Phone _____

Email _____

FEMA SID# _____ Birth Date _____ Sex _____

Drivers License # _____

Emergency Service Organization _____

High School Diploma Y _____ N _____

Level of Missouri Instructor Certification (Please attach official copies for documentation)

Instructor I _____

Instructor II _____

Instructor III _____

College Degree (Please attach official copies for documentation)

Field of Study _____

Associate _____

Bachelors _____

Masters _____

Doctorate _____

List area(s) of expertise (Please attach official copies of any applicable certification)

Haz Mat _____ Management/Leadership _____ Basic Skills _____

Tech. Rescue _____ Instructor Training _____ Driver/Pumping _____

Officer _____ EMS _____

Describe your instructional experience _____

Applying for: Instructor Candidate Adjunct Instructor Registered Instructor Consulting Instructor

I have read and understand the Instructor Criteria document of the University of Missouri Fire and Rescue Institute, and agree to adhere to these policies.

Instructor Candidate Signature _____

OFFICE USE ONLY:

I have reviewed and approve this candidate for Instructor Status.

Regional Training Coordinator Signature _____ Date Approved _____

