



Note: Refer to the current SFT Procedures Manual for any updates or changes to this document.

## RESCUE SYSTEMS 2

### RESCUE SYSTEMS 2 INSTRUCTOR LEVELS

#### (A) PRIMARY INSTRUCTOR TRAINEE

- (1) The Primary Instructor Trainee is the entry level for becoming a Primary Instructor for the Rescue Systems 2 course and may apply to become a registered Primary Instructor once the educational, course work, and experience criteria have been met.
- (2) Under direct supervision of a registered Rescue Systems 2 Primary or Senior Instructor, the Primary Instructor Trainee will:
  - (a) Support the logistics of the module(s) being trained in.
  - (b) May instruct the entire module(s) being trained in, under the direct supervision of a registered Primary Rescue Systems 2 Instructor.
  - (c) Satisfactorily complete and have signed by a Rescue Systems 2 Primary or Senior Instructor, the Primary Instructor Trainee Task Book for at least one module within two (2) years.

#### (B) PRIMARY INSTRUCTOR

- (1) The Rescue Systems 2 Primary Instructor is qualified to teach one or more of the modules in a Rescue Systems 2 course.
- (2) During a 1-Module or 2-Module course delivery, a Primary Instructor is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating any Instructor Trainee(s).
- (3) The Primary Instructor initiates a 1-Module or 2-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to SFT.

#### (C) SENIOR INSTRUCTOR

- (1) The Rescue Systems 2 Senior Instructor is qualified to teach all of the modules in a Rescue Systems 2 course.
- (2) During a 3-Module or 4-Module delivery, a Senior Instructor is a required position and is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating the Primary Instructor(s) and Instructor Trainee(s).
- (3) The Senior Instructor initiates a 3-Module or 4-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to SFT.
- (4) A Senior Instructor can also conduct site inspections and make recommendations for approval as an agent of SFT.



## RESCUE SYSTEMS 2 PRIMARY INSTRUCTOR TRAINEE QUALIFICATIONS

### (D) COURSE WORK

- (1) Have attended and passed the Rescue Systems 1 course.
- (2) Have attended and passed a Rescue Systems 2 course.

### (E) INSTRUCTOR REQUIREMENTS [one (1) of the following five (5) options]:

- (1) Have attended and passed the Level 1 Instructor courses through SFT.
- (2) Fire Instructor 1A and 1B (available option through June 30, 2011).
- (3) Fire Instructor 1A, Training Instructor 1A and 1C (available option through June 30, 2011).
- (4) Fire Instructor 1B, Training Instructor 1B and 1C (available option through June 30, 2011).
- (5) Training Instructor 1A, 1B, and 1C.
- (6) Have a valid community college teaching credential.
- (7) Completed the UC/CSU 60-hour Techniques of Teaching course.
- (8) Completed the NFA's Fire Service Instructional Methodology course.
- (9) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

### (F) TEACHING EXPERIENCE

- (1) None.

### (G) RANK AND EXPERIENCE

*(Performing in an "acting" capacity does not qualify.)*

- (1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.

### (H) RESPONSIBILITIES

Under direct supervision of a registered Rescue Systems 2 Primary or Senior Instructor:

- (1) Support the logistics of the module(s) being trained in.
- (2) Teach 100% of the module(s) being trained in.
  - (a) A Rescue Systems 2 Primary or Senior Instructor must sign-off at least one (1) module in your Instructor Trainee Task Book within two (2) years of initiating the task book.



## RESCUE SYSTEMS 2 PRIMARY INSTRUCTOR

To teach a Rescue Systems 2 course for SFT as the Primary Instructor, the following qualifications are required:

### QUALIFICATIONS

(A) COURSE WORK (both of the following):

- (1) Have attended and passed Rescue Systems 1.
- (2) Have attended and passed Rescue Systems 2
- (3) Have attended and passed I-200: Basic ICS.

(B) TASK BOOK

- (1) Completed the Instructor Trainee Task Book for each module seeking registration.
  - (a) Signed off by a Rescue Systems 2 Primary or Senior Instructor within two (2) years of initiating the task Book.

(C) INSTRUCTOR REQUIREMENTS (all of the following):

- (1) Regional Instructor Orientation.
  - (a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
    1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.
- (2) Ethical Leadership in the Classroom.
  - (a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.
- (3) Instructor Training [one (1) of the following five (5) options]:
  - (a) Have attended and passed Fire Instructor 1A and 1B.
  - (b) Have a valid community college teaching credential.
  - (c) Completed the UC/CSU 60-hour Techniques of Teaching course.
  - (d) Completed the NFA's Fire Service Instructional Methodology course.
  - (e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(D) TEACHING EXPERIENCE

- (1) Taught a minimum of 80 hours within a fire service related program.

(E) RANK AND EXPERIENCE

*(Performing in an "acting" capacity does not qualify.)*

- (1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.



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## REGISTRATION

### (F) APPLICATION

Submit a complete application package for review that includes all of the following:

- (1) A current instructor application signed by the applicant (available online).
- (2) A current resume of education, position/rank, and experience.
- (3) A copy of your Regional Instructor Orientation certificate or proof of current SFT instructor registration.
- (4) Copies of your SFT score letter or completion certificate for each course.
- (5) Copy of your Instructor Trainee Task Book for each module seeking registration signed off by a Rescue Systems 2 Primary or Senior Instructor within two (2) years of initiating the task Book.
- (6) Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.
- (7) A current, original letter written on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative, describing your specific background as it relates to your teaching experience.
- (8) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement.

### (G) APPLICATION REVIEW

- (1) See Primary Instruction Registration Application Review Process.

## RESPONSIBILITIES

### (H) ADMINISTRATION

- (1) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:
  - (a) Submitting a "Request for Course Scheduling."
  - (b) Qualifying each Assistant Instructor, Manipulative Skills Evaluators, and Guest Lecturers.
  - (c) Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.
- (2) Verify student eligibility.

### (I) INSTRUCTOR CODE OF ETHICS/CONDUCT

- (1) Sign SFT's Instructor Code of Ethics/Conduct and comply with its terms and conditions

### (J) COURSE

- (1) Teach the current curriculum as adopted by SFT.
  - (a) Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.
- (2) Ensure all objectives of the course curriculum are met.
- (3) Ensure the maximum student limit is not exceeded for the class.



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- (4) Ensure the safety of all students and adjunct instructors.
  - (a) Coordinating and monitoring all safety issues during the delivery of the course.
- (5) Teach 100% of a module or directly supervise an Instructor Trainee who is teaching the module.
- (6) Instructor Trainee(s), when present.
  - (a) Directly supervise Instructor Trainee(s).
  - (b) Evaluate Instructor Trainee(s).
    1. Sign-off on the Instructor Trainee Task Book(s) as required.

## (K) RECORD KEEPING

- (1) Daily attendance records.
- (2) Student progress chart.
- (3) Student assignment records.
- (4) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator, and Guest Lecturer.
- (5) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.
- (6) Maintain all class records for a minimum of four (4) years.
  - (a) SFT may request, at any time, the Primary Instructor to submit these records for review. Failure to comply shall result in disciplinary action.

## (L) SUPERVISION

- (1) Ensure that the student/instructor ratio is maintained.
- (2) Supervise the Assistant Instructor's presentation of the course.
- (3) Supervise the Manipulative Skills Evaluator's assessment of any skills exams.
- (4) Directly supervise the Guest Lecturer by attending and monitoring the presentation.

## MAINTAINING PRIMARY INSTRUCTOR STATUS

- (M) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
- (N) Be the Primary Instructor for at least two (2) SFT Rescue Systems 2 courses every four (4) years.
- (O) Submit any change of address or phone number.
  - (1) Department.
  - (2) Home.
  - (3) Cell.
  - (4) Email.
- (P) Attend an update course delivered by SFT when required.
- (Q) Primary Instructor status may be suspended or revoked if one or more maintenance requirements are not met.



## RESCUE SYSTEMS 2 SENIOR INSTRUCTOR

A Rescue Systems 2 Senior Instructor is required to initiate a 3- or 4-module delivery of a Rescue System 2 class.

### QUALIFICATIONS

#### (R) INSTRUCTOR REGISTRATION

- (1) Be a currently registered Rescue Systems 2 Primary Instructor in good standing for all modules.

#### (S) COURSE WORK

- (1) No additional requirements.

#### (T) TASK BOOK

- (1) Copy of your completed Instructor/Senior Instructor Trainee Task Book signed off by a Rescue Systems 2 Senior Instructor within two (2) years of initiating the task Book.
- (2) The candidate must obtain a letter from at least one Rescue Systems 2 Senior Instructor verifying competency in requesting, administering and providing logistical support in at least one 3-Module or 4-Module course.

#### (U) INSTRUCTOR REQUIREMENTS

- (1) Regional Instructor Orientation.
  - (a) Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
    1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

#### (V) TEACHING EXPERIENCE

- (1) Taught one (1) module as a Rescue Systems 2 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.

#### (W) RANK AND EXPERIENCE

- (1) No additional requirements.

### REGISTRATION

#### (X) APPLICATION

Submit a complete application package for review that includes all of the following:

- (1) A current instructor application signed by the applicant (available online).
- (2) A current resume of education, position/rank, and experience.
- (3) Proof of current SFT instructor registration.
- (4) A copy of your SFT Regional Instructor Orientation course certificate (if required).



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- (5) A current, original letter on department letterhead and signed by the Senior Instructor verifying your teaching experience for one (1) module as a Rescue Systems 2 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.
  - (a) This may require submitting up to three (3) separate letters.

## (Y) APPLICATION REVIEW

- (1) See Primary Instruction Registration Application Review Process.

## ADDITIONAL RESPONSIBILITIES

(Z) In addition to the responsibilities common to all Primary Instructors, Rescue System 2 Senior Instructors are also required to comply with the following:

- (1) Teach no more than 20% of a course.
- (2) Directly supervise Primary Instructor(s) for the entire course.
- (3) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.
- (4) Directly supervise and evaluate Instructor Trainee(s) if present.
- (5) Develop site and props.
- (6) Inspect sites when requested.
- (7) Ensure the safety of all participants and instructors.

## MAINTAINING SENIOR INSTRUCTOR STATUS

(AA) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.

(BB) Be the Senior Instructor for at least two (2) SFT 3-Module or 4-Module Rescue Systems 1 courses every four (4) years.

(CC) Submit any change of address or phone number.

- (1) Department.
- (2) Home.
- (3) Cell.
- (4) Email.

(DD) Attend an update course delivered by SFT when required.

(EE) Senior Instructor status may be suspended or revoked if one or more maintenance requirements are not met.