

Maryland Voluntary Fire Service Certification System
Maryland Fire Service Personnel Qualifications Board, Incorporated

Standard to Option Correlation Sheet

Option: 2

Public Fire and Life Safety Educator II, NFPA 1035, 2005 edition

6.1 General Requirements.

The Public Fire and Life Safety Educator II shall meet the job performance requirements defined in Sections 6.1 through 6.5.

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6.1.1 General Requisite Knowledge.

Planning process; local political process; leadership; applied learning theory; statistical analysis methods; resource identification and acquisition; networking, partnership, and coalition strategies; evaluation techniques; budget preparation and management; needs assessment.

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6.1.2 General Requisite Skills.

Analyze community risk, design and manage program, integrate prevention interventions to address community risk, create and lead a risk reduction program.

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6.2 Administration.

6.2.1

Prepare a written budget proposal for a specific program or activity, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed, and the budget identifies all program needs.

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Requisite Knowledge: Budgetary process; governmental accounting procedures; federal, state, and local laws; organizational bidding process; and organization purchase requests.

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Requisite Skills: Estimate project costs; complete budget forms; requisition/purchase orders; collect, organize, and format budgetary information; complete program budget proposal; complete purchase requests.

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6.2.2

Project program budget income/expenditures, given program needs, past expenditures, current materials, personnel cost, and guidelines, so that projections are within accepted guidelines and program needs are addressed in the projected income/expenditures.

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Requisite Knowledge: Resource availability and cost, budget preparation, and management.

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Requisite Skills: Retrieve and organize past budget information, project income/expenditures, and prepare a budget.

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6.2.3

Develop a public policy recommendation for management, given a fire or injury issue and policy development guidelines, so that justification for the policy is provided, the issue is explained, the policy identifies solutions, and the impact or benefit from adopting the policy is stated.

Requisite Knowledge: Public policy process, local fire and injury issues.

Requisite Skills: Format policy, project possible outcome.

6.2.4

Evaluate subordinate performance, given written performance criteria, organizational policies on performance evaluations and evaluation forms, so that the employee is evaluated objectively, feedback is provided to the employee, and the evaluation is completed according to organizational policy and procedures.

Requisite Knowledge: Local, state, and federal employment regulations; personnel evaluation techniques.

Requisite Skills: Complete specific evaluation forms, document subordinate performance.

6.3 Planning and Development.

6.3.1*

Establish public fire and life safety education priorities within a program, given relevant local loss and injury data, so that local public fire and life safety education activities address identified risk priorities.

Requisite Knowledge: Content of reports and data, understanding of community risk assessment process, prevention interventions.

Requisite Skills: Collect, analyze, and interpret data; establish and address priority risk issues.

6.3.2

Facilitate a fire and life safety collaborative partnership, given information about the organizations in the partnership, the goals of the partnership, and organizational guidelines, so that fire and life safety education objectives for the partnership are achieved.

Requisite Knowledge: Planning and political process, group management and dynamics, meeting times and locations of existing coalitions, group process.

Requisite Skills: Identify resources, negotiate, resolve conflict, interact in a group, communicate objectives, recognize opportunity for shared effort, facilitate small-group process.

6.3.3*

Prepare a request for resources from an external organization, given department/agency policy on requesting resources, and a description of the resources needed, so that the request identifies needed resources and conforms to department/agency policy and the requirements of the resource provider.

Requisite Knowledge: Legal issues, department or agency policies for requesting resources.

Requisite Skills: Proposal writing.

6.4 Education.

6.4.1

Develop informational material, given an identified fire or life safety objective and characteristics of the target audience, so that information provided is accurate, relevant to the objective, and specific to the characteristics and needs of the target audience.

Requisite Knowledge: Data resources; information systems including format and materials; learning theory; community risk and prevention interventions; understanding of high-risk and special needs populations.

Requisite Skills: Assemble information in specific format, generate written communication relevant to the needs of target population, locate resources to assist with specific challenges such as special needs populations and language issues.

6.4.2

Develop a lesson plan, given learning objectives and a specified audience(s), so that the objectives are met and the needs of the target audience are addressed.

Requisite Knowledge: Lesson plan format, needs assessment, instructional methods and techniques.

Requisite Skills: Design lesson plan, adapt lesson plan based on audience need.

6.4.3

Develop educational materials, given a lesson plan and a specified audience, so that the materials support the lesson plan and are specific to the audience.

Requisite Knowledge: Types of educational materials, instructional development, and graphics.

Requisite Skills: Design educational materials.

6.4.4*

Design a public fire and life safety education program, given a comprehensive educational strategy, a target audience and their characteristics, so that the goals of the given strategy are addressed.

Requisite Knowledge: Needs assessment, evaluation instruments, educational methodology.

Requisite Skills: Compile, organize, and evaluate educational program elements.

6.4.5

Revise an educational program, given results of an evaluation process and program objectives, so that the program is modified and objectives are achieved.

Requisite Knowledge: Educational methodology.

Requisite Skills: Write specific objectives and lesson plans, analyze data.

6.5 Evaluation.

6.5.1

Develop an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that program outcomes are measured.

Requisite Knowledge: Evaluation methods.

Requisite Skills: Collect data, analyze data, implement evaluation strategy.

6.5.2

Design an evaluation instrument, given educational program goals and objectives and an evaluation strategy, so that the evaluation instrument measures the program outcome.

Requisite Knowledge: Testing methods.

Requisite Skills: Measure program outcome, validate testing instrument.

6.5.3

Implement an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that educational program outcomes are measured.

Requisite Knowledge: Statistical analysis methods and resources, evaluation techniques.

Requisite Skills: Implement evaluation methods.