

CERT Basic Training Instructor Expectations and Responsibilities:

Sign-up and teach a *minimum* of 4 units a year.

--Lead instructor must be subject matter expert or a State-certified CERT Basic Training instructor.

--Class manager should contact you a week to several days prior to the class to discuss unit and any other responsibilities

--Show up for class at least 20 minutes before class is scheduled to begin.

--Seek feedback regarding your teaching, if none is provided.

Assure use of most current FEMA PowerPoint slides.

--If teaching a unit for the first time it is suggested one assist with that unit to see how the class flows and what is expected before teaching the class.

--New instructors should contact lead instructor (noted first on instructor sign-up of Website) at least a week before the class and plan about 15 minutes of the presentation. As you become more experienced and comfortable teaching, increase time until you are team teaching half the unit. Stay with one unit until it is mastered.

--Review slides prior to class so you are able to teach with only a few notes and without reading slides to class. Practice out loud!

--Limit personal stories.

Review the unit in the Instructor Manual for it contains information not in the Participant's Manual that you should master and communicate to students.

Do as much Team Teaching as possible.

--Find a buddy and develop presentations. Student prefer the team approach.

Sign-up for classes using the Instructor sign-up page.

--Periodically check Instructor Page on website "SantaCruzCountyCERT.org"
This is most necessary for many instructors are needed for each series of classes, particularly the last class.

--Participate in annual FEMA module review. Help with annual review and update of FEMA modules you have taught currently on Instructor page. This will be done annually incorporating new discovery and better practices.

Participate in your ongoing professional development.

--Attend trainings concerning teaching strategies and techniques, read monthly Working Group summaries (on the website) and help review modules you have taught providing new discovery and local updates.

--Attend CERT Continuing Education Classes