

CERT Auxiliary Instructor Expectations and Responsibilities:

Instructor Requirements

- Sign-up and teach a minimum of 5 units a year— a goal for instructors to try and meet. This may be a whole or part of a CERT Basic Training unit or teaching a continuing education class. If most instructors are able to do this the Auxiliary will be able to offer 8-9 Basic classes a year plus continuing education.
- This may be a complete or part of a CERT Basic Training PowerPoint Unit, Practical Station or an approved Continuing Education class.
- For new instructors this includes observing or assisting with a class they are interested in teaching.(½ time credit each for a maximum total of 1).
- Lead instructor must be subject matter expert or a State-certified CERT Basic Training instructor.
- Maintain Disaster Service Worker credential.

Curriculum

- Assure use of most current Santa Cruz County CERT Auxiliary FEMA PowerPoint slides on Auxiliary website and/or Google Docs Instructor folder.
- Review the unit in the Instructor Manual for this is the information you should master and communicate to students, as it enhances information in the Participant Manual.
- Review the information in the Auxiliary's Instructor Curriculum Expectations - CERT Basic for additional expectations and unit-specific requirements. This is located in the Instructor folder on Google drive.
- Teach with only a few notes and without reading slides to the class. It is important to practice out loud!
- Participate in hands-on training.
- Limit personal stories, unless they pertain to the subject you are teaching.
- Participate in annual FEMA CERT Basic curriculum / unit review.

Sign-Up To Teach

- Follow sign-up timelines
- 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 on Saturdays.
- If teaching a unit for the first time it is suggested one observe the unit to see how the class flows and what is expected before you begin teaching classes.
- Cancellations should be communicated via phone or email to Program Manager and other Instructors listed for the unit as soon as possible.

Preparation

- Contact the class manager a week in advance of the class to discuss your participation and any other responsibilities.
- New instructors should contact lead instructor at least two weeks before the class and plan about 15 minutes of the presentation. As you become more experienced and comfortable with teaching, increase the time until you are team teaching half the unit. Stay with one unit until it is mastered
- Team Teach as much as possible. Find a partner and develop presentations. Students prefer the team approach.
- Arrive for class at least 30 minutes before class is scheduled to begin.

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 Trainings.
- Complete additional training requirements including ICS 100. (ICS 200 and 700 are recommended).