

# **INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS**

## **NCTCOG TRAFFIC INCIDENT MANAGEMENT FIRST RESPONDER AND MANAGER'S COURSE**

**Qualifications:** Persons interested in teaching the Traffic Incident Management – First Responder and Manager's Course must meet the following basic qualifications and fulfill these requirements in order to teach the course:

1. Instructors must have three or more years' experience in one or more aspects of traffic incident management.
2. It is necessary that instructors have good oral presentation and communication skills, be comfortable facilitating discussions, and have experience in training others.
3. Provide a resume showing specific traffic incident management experience and public speaking or teaching experience.
4. Instructors should commit to teach at least four classes, 16 hours in length each, within an 18-month period.
5. Instructors are eligible for monetary compensation at a rate of \$40.00 per hour and must agree to the terms and conditions as indicated in the "Professional Services Agreement Between the North Central Texas Council of Governments and the Instructor".
6. Persons interested in teaching a Traffic Incident Management First Responder and Manager's Course are required to attend one class as a student before committing to teach the course. Thereafter, additional classes may be attended to become familiar with the course curriculum.
7. A two-course training period is required for each new instructor. The new instructor will be required to teach under the supervision of an established instructor for a period of two class sessions before the new instructor is released to teach the class alone.
8. Instructors must meet their agency's requirement for reimbursement and obtain agency approval.

**Traffic Incident Management Experience:** Applicants should have three or more years of experience gained while employed by an agency or firm that regularly responds to traffic incidents, operates or manages traffic operations centers, provides maintenance and traffic control services for roadways and traffic incidents, or provides towing or clean-up services for major traffic incidents. Instructors must support multi-agency approaches to freeway traffic incident response.

**Public Speaking Experience:** Rotary Club, Toastmasters, TCOLE Instructor, or some combination of previous teaching/training experience or certificates will be required. The Training & Development Institute offers a TCOLE Basic Instructor Course through the police academy that may be taken to fulfill the requirement of public speaking and instructing experience. The TCOLE Basic Instructor Course classroom instruction includes: Teaching/Learning Process, Learning Objective Preparation, Instructional Media, and Methods of Instruction. The cost of this training is at the expense of the individual.

**Resume:** A resume is required to assess the qualifications and teaching experience of the individual. Please attach the TIM Resume Cover Sheet to the resume.

**Meeting Attendance:** Potential instructors must meet with other instructors and NCTCOG staff as needed to become familiar with course curriculum.

**Follow-up Notification Call:** A follow-up call to the potential instructor will be made notifying the candidate of approval to instruct the course contingent upon the submittal of a signed Professional Service Agreement.

**Questions should be forwarded to:** Mandy Collett, [training@nctcog.org](mailto:training@nctcog.org), phone (817) 695-9225.