



## CPST COURSE STAFF ROLES

The following is an optional tool provided to help ensure all course staff have clear expectations of assigned roles and responsibilities and intended to improve the participant's experience.

<b><u>Course Coordinator (CC):</u></b> _____ <div style="text-align: right; font-size: small;">(Name, phone, email)</div>
<input type="checkbox"/> Follow the guidelines provided in the <a href="#">Planning and Logistics Guide</a> .
<input type="checkbox"/> Inform CPS Project Manager (Cesi Velez) about intent on holding a CPST course.
<input type="checkbox"/> Schedule the Lead Instructor (LI).
<input type="checkbox"/> Working with LI, determine: Dates _____ Location _____ Size _____
<input type="checkbox"/> Work with LI to plan and promote the course.
<input type="checkbox"/> Coordinate the logistics before, during, and after the course.
<input type="checkbox"/> On-site throughout the course; or identify a person in lieu of.
<input type="checkbox"/> Works with LI to ensure course evaluations completed and turned into CPS Project Manager.
<input type="checkbox"/> Ensures each participant is provided the <a href="#">Safe Ride News Resource Guide for CPSTs</a> .
<input type="checkbox"/> Works with LI to connect participants with their local CPS lead.
<b>Comments:</b> (this is normally the person who generates and submits the grant proposal)

<b><u>Lead Instructor (LI):</u></b> _____ <div style="text-align: right; font-size: small;">(Name, phone, email)</div>
<input type="checkbox"/> Register course at <a href="http://cert.safekids.org">cert.safekids.org</a> .
<input type="checkbox"/> Edit and/or cancel course if needed.
<input type="checkbox"/> Work with CC to plan and promote the course.
<input type="checkbox"/> Working with CC, select class dates, location, size.
<input type="checkbox"/> Determine instructor team.
<input type="checkbox"/> Determine teaching assignments and responsibilities of instructor team/class staff.
<input type="checkbox"/> Lead and coordinate Instructor Team in course delivery.
<input type="checkbox"/> Work with Course Coordinator to ensure availability of teaching seats and other materials.
<input type="checkbox"/> Schedule and lead mandatory pre and post planning meetings.
<input type="checkbox"/> Confirm instructor team has latest version of Instructor Guide/CD.
<input type="checkbox"/> Provide powerpoint slides and course agenda.
<input type="checkbox"/> Contribute to daily reviews of Instructor Candidates, if applicable.
<input type="checkbox"/> Post course outcomes to Safe Kids online as outlined in <a href="#">National CPS Certification Policies and Procedures</a> , dated April 4, 2014 - Page CA-11.
<input type="checkbox"/> Responsible for every aspect of the course, including making sure the rosters are accurate and the course profile includes all members of the teaching team, entering participant scores, and calculating and entering instructor teaching hours when the course is over.
<input type="checkbox"/> Attend the entire course.
<input type="checkbox"/> Up-to-date on Child Passenger Safety issues; regularly performs car seat inspections, attends enrichment courses, and CEU Workshops.
<input type="checkbox"/> Work with Course Coordinator/Technician Assistant to connect participants with their local CPS lead.
<b>Comments:</b>

<b><u>Assistant or Mentor Instructor:</u></b> _____ (Name, phone, email)
<input type="checkbox"/> <i>Must be listed on instructor team (in the course profile) prior to teaching the course.</i>
<input type="checkbox"/> Perform responsibilities as designated by the Lead Instructor.
<input type="checkbox"/> Attend and participate in ALL planning meetings.
<input type="checkbox"/> Assist with classroom set-up/take down.
<input type="checkbox"/> Prepared to teach assigned modules; includes child restraints, non-regulated products, handouts, and familiarity with curricula.
<input type="checkbox"/> Up-to-date on Child Passenger Safety issues; regularly performs car seat inspections, attends enrichment courses, and CEU Workshops.
<b><u>ADDITIONAL RESPONSIBILITIES AS MENTOR INSTRUCTOR</u></b>
<input type="checkbox"/> Meet standards of selection set forth in <a href="#">National CPS Certification Policies and Procedures</a> , dated April 14, 2014 page IC-5.
<input type="checkbox"/> Teach as little as possible so he or she may devote his or her full attention to the candidate.
<input type="checkbox"/> Complete daily evaluations and reviews with Instructor Candidate.
<input type="checkbox"/> Primary contact for any questions or concerns about the Instructor Candidate evaluations.
<input type="checkbox"/> Makes every effort to help Instructor Candidate improve his/her skills.
<input type="checkbox"/> Does not act as Lead Instructor but shares responsibilities as designated by Lead Instructor.
<b>Comments:</b>   

<b><u>Instructor Candidate:</u></b> _____ (Name, phone, email)
<input type="checkbox"/> <i>Must be listed on instructor team (in the course profile) prior to teaching the course.</i>
<input type="checkbox"/> Meet standards of selection set forth in <a href="#">National CPS Certification Policies and Procedures</a> ,
<input type="checkbox"/> Complete daily evaluations and reviews with Mentor Instructor.
<input type="checkbox"/> Make every effort to improve teaching skills based on feedback provided.
<input type="checkbox"/> Perform responsibilities as designated by the Lead Instructor.
<input type="checkbox"/> Prepared to teach assigned modules and familiarity with curricula; includes prepping teaching aids such as child restraints, non-regulated products, handouts...
<b>Comments:</b>   

<b><u>Guest Instructor:</u></b> _____ (Name, phone, email)
<i>This role provides an opportunity to increase knowledge and exposure to the CPST curriculum, self-improvement, and building instructor team relationships.</i>
<input type="checkbox"/> Perform responsibilities as designated by the Lead Instructor.
<input type="checkbox"/> Encouraged to attend and participate in planning meetings.
<input type="checkbox"/> Encouraged to assist with classroom set-up/take down.
<input type="checkbox"/> Contribute to daily reviews of Instructor Candidate.
<b>Comments:</b>   

