



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.

Course Coordinator (CC): (normally the person who generates and submits the grant proposal)

Name: _____

Phone: _____

Email: _____

- Follow the guidelines provided in the [Planning and Logistics Guide](#).
- Contact CPS Project Manager (Cesi Velez) about holding a CPST course.
- Determine which agency will be applying for grant for course
- Schedule the Lead Instructor (LI).
- Working with LI, determine:
 Dates _____
 Location _____
 Size _____
 Registration fee _____
- Generates CPST course flyer and obtains LI approval.
- Work with LI to plan and promote the course.
- Coordinate the logistics before, during, and after the course.
- On-site throughout the course; or identify a person in lieu of.
- Work with LI to help ensure Instructor Team uses correct forms for billing; invoice, state per diem, travel expense report
- Works with LI to ensure course evaluations completed and turned into CPS Project Manager.
- Ensures each participant is provided the [Safe Ride News Resource Guide for CPSTs](#).
- Works with LI to connect participants with their local CPS lead.

Comments:

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Lead Instructor (LI):

Name: _____

Phone: _____

Email: _____

- Register course at cert.safekids.org.
- Edit and/or cancel course if needed.
- Work with CC to plan and promote the course.
- Working with CC, select class dates, location, size, fee, course flyer
- Determine instructor team.
- Determine teaching assignments and responsibilities of instructor team/class staff.
- Lead and coordinate Instructor Team in course delivery.
- Work with Course Coordinator to ensure availability of teaching seats and other materials.
- Schedule and lead mandatory pre and post planning meetings.
- Confirm instructor team has latest version of Instructor Guide/CD.
- Provide powerpoint slides and course agenda.
- Contribute to daily reviews of Instructor Candidates, if applicable.
- Post course outcomes to Safe Kids online as outlined in [*National CPS Certification Policies and Procedures*](#), dated December 28, 2016.
- Work with CC to help ensure Instructor Team uses correct forms for billing; invoice, state per diem, travel expense report
- 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.
- Attend the entire course.
- Up-to-date on Child Passenger Safety issues; regularly performs car seat inspections, attends enrichment courses, and CEU Workshops.
- Work with Course Coordinator/Technician Assistant to connect participants with their local CPS lead.

Comments:

Assistant and/or Mentor Instructor (AI):

Name: _____

Phone: _____

Email: _____

Must be listed on instructor team (in the course profile) prior to teaching the course.

Perform responsibilities as designated by the Lead Instructor.

Attend and participate in ALL planning meetings.

Assist with classroom set-up/take down.

Prepared to teach assigned modules; includes child restraints, non-regulated products, handouts, and familiarity with curricula.

Up-to-date on Child Passenger Safety issues; regularly performs car seat inspections, attends enrichment courses, and CEU Workshops.

ADDITIONAL RESPONSIBILITIES AS MENTOR INSTRUCTOR

Meet standards of selection set forth in [*National CPS Certification Policies and Procedures*](#), dated December 28, 2016 page.

Teach as little as possible so he or she may devote his or her full attention to the candidate.

Complete daily evaluations and reviews with Instructor Candidate.

Primary contact for any questions or concerns about the Instructor Candidate evaluations.

Makes every effort to help Instructor Candidate improve his/her skills.

Does not act as Lead Instructor but shares responsibilities as designated by Lead Instructor.

Comments:

Technician Assistant:

Name: _____

Phone: _____

Email: _____

DOES NOT lecture, grade or sign off skill tests.

Perform responsibilities as designated by the Instructor Team.

Attend and participate in planning meetings.

Assist with classroom set-up/take down.

Assist with indoor and outdoor exercises.

Comments:

Instructor Candidate:

Name: _____

Phone: _____

Email: _____

Must be listed on instructor team (in the course profile) prior to teaching the course.

Meet standards of selection set forth in [*National CPS Certification Policies and Procedures*](#),

Complete daily evaluations and reviews with Mentor Instructor.

Make every effort to improve teaching skills based on feedback provided.

Perform responsibilities as designated by the Lead Instructor.

Prepared to teach assigned modules and familiarity with curricula; includes prepping teaching aids such as child restraints, non-regulated products, handouts...

Comments:

Guest Instructor:

Name: _____

Phone: _____

Email: _____

This role provides an opportunity to increase knowledge and exposure to the CPST curriculum, self-improvement, and building instructor team relationships.

Perform responsibilities as designated by the Lead Instructor.

Encouraged to attend and participate in planning meetings.

Encouraged to assist with classroom set-up/take down.

Contribute to daily reviews of Instructor Candidate.

Comments:

