

**RECRUITMENT
CONTRACT INSTRUCTORS
Telecommunicator Program
Washington State Criminal Justice Training Commission**

Ongoing Continuous Instructor Recruitment

The Telecommunicator Program Office is offering more courses than ever before and for that reason will be conducting a *continuous* recruitment of contract instructors.

We are looking for instructor/trainers who are currently employed as telecommunicators, supervisors, or administrators in a PSAP in Washington State. We offer career development opportunities to our instructors through advanced instructor workshops and the ability to work with skilled and experienced facilitators.

The persons selected will need the support of their agency and be able to complete the Instructor Certification Program (ICP) requirements for at least one class within 12 months of being accepted into the cadre. ICP requirements include attendance in the CJTC Instructor Development or Instructor Development II course, an observation of the course and a successful apprenticeship of the course as well as a letter of support from the instructor's employing agency.

Most instruction is conducted on the instructor's time off, although many instructors conduct training for their own agencies, the Telecommunicator Program Office pays the instructor as a contractor. All contract instructors must obtain a business license and Uniform Business Identifier from DOL. (We will reimburse you for this minimal cost upon teaching your first class!)

Instructors usually start out by facilitating our two core classes, Telecommunicator I – Basic Call Receiver and Telecommunicator II – Basic Law Enforcement and Fire Dispatcher. Other courses offered by the Program Office for which we contract are: Communications Training Officer (CTO), Advanced Communications Training Officer, Telecommunicator III – Emergency Medical Dispatcher, Telecommunicator IV – Survival Communications, Crisis Negotiations for Dispatchers, and Communications Center Supervisor (Modules A & B).

We have a *dynamic* group of facilitators in the program and invite you to join them!

First, submit by email, a letter of interest in joining the cadre – E-mail them to: Cory Ahrens, Telecommunicator Project Manager at: cahrens@cjtc.state.wa.us.

Here are some frequently asked questions about instructing for the program.

Frequently Asked Questions

What is the Pay for Instructing?

First, instructor/facilitators who deliver courses for us *usually* do so on their off-duty time. This allows us to pay them for their services. They are "Client Contractors". We predicate the contract based upon the following approximate criteria: \$30-\$40 per hour of instruction time plus a government or contract hotel rate for the area, plus stipend for meals as well monies for mileage. The CJTC takes no taxes out, so the instructor will get the full amount, but will also need to pay taxes on these monies at the end of the year (they also can deduct certain expenses, as well). Contractors fill out a W-9 and receive a 1099 form at the end of the year. For example, in the 2009-2010 year, Telecommunicator I and II pay \$2100 to the instructor who delivers the course. Shorter courses are also lump-sum contracts based on the number of days taught.

What is the Instructor Certification Program (ICP)?

The WSJCTC requires that all instructors who deliver "Sponsored" classes have achieved certification for that course through the Instructor Certification Program (ICP). ICP is a requirement separate from (or in addition to) the requirements we have for instructors for the Telecommunicator Program. Our website www.cjtc.state.wa.us will have a complete explanation of the ICP process. It requires the instructor to attend the CJTC Instructor Development course (forty-hours), do an observation and

apprenticeship of *each* class for which certification is sought ***before the instructor is paid for instructing.*** **In addition, ICP requires a letter of support from your agency, supporting your involvement as a contract instructor.**

What Other Time Commitments Will I Need to Make?

Our Telecommunicator Program offers 2 two-day instructor workshops per year. The dates are set 8-18 months in advance. Many agencies allow the instructor to attend on work time because the workshops focus on advanced instructor skills or train-the-trainer offerings; however, some instructors attend on their own time. Attendance at workshops is encouraged and is *one of the criteria used to select contractors for teaching assignments.* The Telecommunicator Program *picks up your lodging and offers a fixed rate for mileage and meals for the workshops so the agencies should incur no expenses for travel of the instructor.* We expect each new instructor to achieve ICP in at least one topic within 12 months. Instructors, who cannot become certified in a course by that time, will have his/her affiliation with the Program reviewed. In addition, Telecom instructors will need to attend a Problem Based Learning or Advanced Facilitation course conducted by the Telecommunicator Program Office or the new CJTC Instructor Development II course offered.

What Could I Potentially Teach?

Program Instructors may become certified to instruct the Telecommunicator I, II, III, IV, Crisis Negotiations for Dispatchers, Communications Center Supervisor, and CTO, and Advanced CTO.

What's in It for My Agency?

We offer our instructors multiple opportunities for personal and professional development and growth, in exchange for a serious commitment on the part of the instructor. A number of our instructors have gone on to become supervisors, administrators, managers, and training coordinators for their agencies or taken promotional positions around the state. We also believe that the agency benefits from the association with the CJTC in that they will have a well-developed instructor on staff.

Will I Be Evaluated?

Yes, students, peer instructors and CJTC Staff, including the Program Manager, will evaluate you. We will provide new instructors an Instructor Performance Evaluation form that has very clear language regarding performance measures. Instructors are required to provide useable, timely feedback to each other for each course. This feedback is designed to help all instructors continue to improve his/her performance.

What is the Selection Process

Currently the selection process will include a supplemental questionnaire, resume and training history, and an interview with the Program Manager.

Contact our office for further information!