

NSP Central Division Toboggan Instructor Programs - DRAFT

Toboggan Instructor – Central Division

Prerequisites

1. High level of interest in toboggan handling
2. Strong ski/board skills
3. Need at home area
4. Registered member in good standing

Process

1. Approval from Patrol Representative
2. Completed NSP Instructor Development Course [6.5.11.A.3]
3. Submits Instructor Application to Region/Division Toboggan [6.5.11.B.1.a]
4. Assigned mentor by supervisor (preferably an IT) and follow NSP mentoring process and focusing on the following areas
 - a. Teaching skills
 - b. Demonstration skills
 - c. Communication skills
 - d. Movement analysis (PSIA skills – Edging, Pressure, Balance, Rotary)
 - e. Scoring skills
 - f. Central Division Toboggan Instructor Study Guide (new document, 2009)
5. Assists in teaching at least 2 events under the supervision of the appointed mentor [6.5.11.B.1.b]
6. When the mentor believes the instructor candidate ready, the Region supervisor and/or instructor trainers observe and evaluate the instructor candidate. The candidate is appointed as an instructor or recommendations are made for further skill development
7. The Region/Division Toboggan Supervisor contacts the National Office to appoint the new instructor for a 3 year term [6.5.11.B.1.c]

Responsibilities

1. Meets Responsibilities per National P&P Manual section 6.5.11.C
2. Actively teaches toboggan programs and refreshers
3. Maintain training activities log and submit annually (Spring) to Region Toboggan Supervisor with a copy to local Patrol Representative

Recertification

1. Attends a National, Division, or Region instructor clinic seminar once during the three year certification period. [6.5.11.B.2.b]
2. Met the Responsibilities for an Instructor outlined above
3. Toboggan Instructor appointment is renewed for another three years by Division Toboggan Supervisor with approval of Region Toboggan Supervisor

6.5.11 Instructors *(Reproduced from National P&P Manual 9/2008)*

A. Qualifications

1. Is a current NSP member or associate.
2. Successfully completes the program's course(s).
3. Successfully completes the Instructor Development course.
4. Successfully completes the appropriate Instructor Development mentoring program.

B. Selection

1. Initial appointment process
 - a. Submits an instructor application to the appropriate program supervisor or administrator.
 - b. Assists in teaching two or more courses under the supervision of the appointed mentor.
 - c. Appointed by Division program supervisor, or delegated individual for a three-year period.
2. Instructor recertification (see specific details in discipline's instructor manual)
 - a. Teaching requirements (vary slightly with each discipline).
 - b. Attends a National, Division, or Region instructor clinic seminar once every three years.
 - c. Completes all program's annual refresher requirements.

C. Responsibilities

1. Teaching
 - a. Actively teaches program's courses.
 - b. Actively teaches program's continuing education refreshers.
 - c. Maintains cooperative relationship with assigned instructor trainer.
2. Quality assurance
 - a. Maintains personal competency in all knowledge and skill areas.
 - b. Responsible for student competency validation.
 - c. Certifies students' successful completion of course.
 - d. May be appointed to act as a mentor for an instructor trainee.
3. Administration
 - a. As the instructor of record:
 - i. Establishes course and dates through Division per Division guidelines.
 - ii. Preregisters all NSP courses with the national office.
 - iii. Orders required texts in timely manner.
 - iv. Organizes and plans courses.
 - v. Facilitates the mentoring relationship with individual instructors and their assigned trainees.
 - vi. Distributes education certificates to students who successfully complete the course.
 - vii. Collates course and instructor evaluations and forwards them to the Division supervisor.
 - viii. Completes course records and mails to national office within two weeks of course completion.
 - b. Maintains personal teaching and continuing education record.

Toboggan Instructor Trainer – Central Division

Prerequisites

1. High level of interest in training other toboggan trainers
2. Served successfully as local toboggan instructor
3. Very strong ski/board skills notably higher than local Alpine Patroller trainer. Recommend PSIA level 2 or higher.
4. Need for additional IT staff within Region as determined by Region Toboggan Supervisor with approval of Division Supervisor

Process

1. Advise Region and Division Toboggan Supervisors of interest. Must have local Patrol Representative agreement and support
2. Assigned IT mentor trainer and follow NSP mentoring process until all prerequisites are fulfilled.
 - a. Teaching skills
 - b. Demonstration skills
 - c. Communication skills
 - d. Movement analysis ((PSIA skills – Edging, Pressure, Balance, Rotary)
 - e. Central Division Toboggan Instructor Study Guide (new document, 2009)
 - f. Toboggan Instructor Manual (Old Phase II is the most current)
3. Notify Division Toboggan Supervisor that NSP mentoring has successfully completed and the IT should be appointed. Division Supervisor contacts National Office for appointment.

Responsibilities

1. Meets Responsibilities per National P&P Manual section 6.5.9.C
2. Teach toboggan trainers how to teach other toboggan trainers to teach
3. Expected to participate in most Region events including but not limited to TES, STW, Senior test, local test, local Frosties, etc.
4. Maintain training activities log and submit annually (Spring) to Region Toboggan Supervisor

Recertification

1. Met the Responsibilities for an Instructor Trainer outlined above
2. Toboggan Instructor Trainers are reappointed annually by the Division Toboggan Supervisor with approval from the Region Toboggan Supervisor

6.5.9 Instructor Trainers (Reproduced from National P&P Manual 9/2008)

Instructor Trainers are appointed based on need and reviewed by the program supervisor *annually*. An Instructor Trainer appointment is a job, not an award. The recommended minimum ratio is one Instructor Trainer to ten Instructors.

A. Qualifications

1. Is a current NSP Member or Associate Member.
2. Is a current discipline-specific instructor.
3. Demonstrates expertise in the areas of teaching techniques and supervising a quality management program.
4. Displays excellent knowledge and performance competency in all areas of the education program.
5. Completes all prescribed training, continuing education and evaluation programs.
6. Demonstrates effective organization, administration, communication, observation, and evaluation skills.

B. Selection

1. Is appointed annually on an as needed basis by the Division Program Supervisor.
2. Reports to the region *Program*[‡] Administrator or directly to the Division *Program*[‡] Supervisor if the Division does not use Region Administrators.

C. Responsibilities

1. Training and quality management
 - a. Trains, certifies, evaluates, and recommends recertification of program instructors.
 - b. Participates in Instructor Development mentoring program.
 - c. Establishes mentoring relationships with new Instructors as assigned and maintains working mentor relationship with current Instructors.
 - d. Works with the Division Supervisor and Region Program Administrator to monitor consistency and quality of instruction.
 - e. Observes and evaluates assigned Instructors use of instructional techniques, and their individual skill proficiency as required for Instructor recertification.
 - f. Maintains instructor credentials by participating in Region, Division or National Instructor training seminars/clinics. (Instructor recertification teaching requirements are waived for the duration of the appointment as Instructor Trainer.)
2. Program delivery
 - a. Communicates with Division Program Supervisor, NSP Patrol Representatives, Region Administrators, Section Chiefs, and Region Directors regarding scheduling, problems, needs, and concerns.
 - b. Ensures adequate number of program courses available in area of responsibility based on need, population, and geography.
 - c. Assist the Division Supervisor and Region Administrator as needed or directed in coordination of Instructor's refresher programs to allow program Instructors to meet NSP membership requirements and/or update all Instructors on new content and teaching methods for annual refreshers.
3. Administration
 - a. Completes all administrative duties in accordance with applicable National and Division guidelines.

[‡] Changed from *OEC* to *Program*, believed to be an error.