



## Lead Instructor Minimum Standards

Criteria	Minimum Standards
<b>Pre-Class:</b>	
Understood the Lead Instructor requirements <ul style="list-style-type: none"> <li>• Administrative requirements of course registration and roster management</li> <li>• Scheduling and supporting instructor staff</li> <li>• Ensuring adequate facilities are available</li> <li>• Ensured instructor staff had proper appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Met all of the administrative requirements for conducting the course</li> <li>• Arranged for facility adequate to conduct course</li> <li>• Recruited appropriate instructor staff</li> <li>• Coordinated instructor assignments in a timely manner</li> </ul>
Properly registered course <ul style="list-style-type: none"> <li>• Course registered prior to class</li> <li>• Copy of class roster available</li> </ul>	
Arranged for adequate space and conditions <ul style="list-style-type: none"> <li>• Facility suitable for adult learners</li> <li>• Classroom, field as appropriate</li> </ul>	
Provided adequate/qualified instructor staff <ul style="list-style-type: none"> <li>• Recruited appropriate staff</li> <li>• Made timely assignments</li> </ul>	
Provided well-coordinated/organized program <ul style="list-style-type: none"> <li>• Arranged for projectors, flip charts, etc.</li> <li>• Arranged meals/snacks/water etc</li> <li>• Distributed agenda to staff in advance</li> </ul>	

<b>Presentation Support:</b>	
Met all Teaching Plan goals and objectives <ul style="list-style-type: none"> <li>• Course met all objectives and goals</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted all activities in support of the Lesson Plan objectives and goals</li> <li>• Met or exceeded Lesson Plan objectives and goals</li> <li>• Supported instructor staff in a professional manner</li> <li>• Managed overall time properly</li> <li>• Corrected factual errors in a positive manner</li> <li>• Mentored staff as appropriate</li> </ul>
Ensured all required material available <ul style="list-style-type: none"> <li>• Ensured all required handouts available</li> <li>• Coordinated w/staff</li> </ul>	
Supported needs of instructor staff <ul style="list-style-type: none"> <li>• Admin needs (pencils, tape, etc)</li> <li>• Coordinate co-instructors as required</li> <li>• Did not disrupt lessons taught by other instructors</li> <li>• Monitored content presented</li> <li>• Acts as co-instructor as needed</li> </ul>	
Maintained adequate control of course <ul style="list-style-type: none"> <li>• Begin and end on time</li> <li>• Continually managed time</li> <li>• Adjusted agenda timing as required to overcome unforeseen issues</li> </ul>	
Corrected any factual errors in presentations <ul style="list-style-type: none"> <li>• Corrects in positive manner</li> <li>• Manner supports instructor</li> </ul>	
Acted as mentor to instructor staff	
<b>Post-Class:</b>	
Conducted post-course wrap-up w/instructor staff <ul style="list-style-type: none"> <li>• Identify course successes and shortcomings</li> <li>• Identify staff successes and areas of improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted post-class meeting w/staff</li> </ul>