



# Internal Departmental Instructor

## WHAT'S IN THIS ISSUE:

- What is an IDI?
- Becoming an IDI
- Key Considerations
- Keep in Mind

An Internal Departmental Instructor (IDI) is an employee the department invests in to deliver essential training to staff. IDIs help strengthen professionalism, support employee development, and provide staff the knowledge and skills needed for success. IDIs are **leaders** who teach, model **excellence**, and shape the **future** of our workforce.

## Becoming an IDI

- Watch for IDI opportunity announcements.
- Confirm whether the opportunity is for sworn, non-sworn, or both.
- Submit an IDI Application, including a letter of interest and up-to-date resume.
- Be in good standing with the Department.
- Complete the Instructor Development Course (STC), when scheduled.

## Mindful Reminders

Becoming an IDI is a privilege and an investment for you and the department. The department dedicates significant time, resources, and trust in IDIs. This investment comes with the expectation of:

- Professionalism
- Reliability
- Consistent Dedication
- Commitment to Excellence



## Key Considerations

**Availability:** Does your assignment allow time for you to train?

**Interest:** Do you have a genuine desire to teach and support staff growth?

**Connection:** Do you feel aligned with the curriculum you'd be delivering?

**Collaboration:** Are you able to partner effectively with the Professional Development Unit and co-facilitators?

**Adaptability:** Are you willing to update and improve curriculum as needed?

## Guiding Policy

For the Departmental Instructor Guidelines, [click here](#) to see Administrative Policy 602

