



JOB TITLE: Professional Development Trainer
REPORTS TO: Director of Trainers & CEO

POSITION SUMMARY

The position requires excellent communication skills that include oral, written and presentation skills. Must be able to demonstrate the ability to:

- ✓ **Training and Teaching Educators**
Implement formal educational training programs, workshops and classes for educators.
- ✓ **Guiding, Directing, and Motivating**
Providing guidance and direction, including teaching performance standards.
- ✓ **Coaching and Developing Others**
Coaching, mentoring, or otherwise helping educators to improve their knowledge or skills.
- ✓ **Organizing, Planning, and Prioritizing Work**
Developing specific goals and plans to prioritize, organize, and accomplish your work.
- ✓ **Communicating with Supervisors**
Providing information to supervisors, coworkers, and others by telephone, in written form, email, or in person.
- ✓ **Establishing and Maintaining Interpersonal Relationships**
Developing constructive and cooperative working relationships with others, and maintaining them over time.
- ✓ **Provide Consultation and Advice to Others**
Providing guidance and expert advice to management or other groups on technical, systems, or process related topics.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Implementing training programs and services
- Provide training for educators consistent with the Texas Department of Family Protective Services.
- Apply principles of adult learning
- Utilize a variety of training delivery strategies
- Include culturally relevant information in training and facilitate discussion about culture and diversity.
- Utilize a variety of transfer of learning activities to help learners apply knowledge and skills to their specific job tasks.
- Manage group dynamics.
- Facilitate learning activities
- Use technology to enhance learning.
- Develop and conduct learning activities in specific content areas or practice specialties.
- Maintains current knowledge of teacher practices.
- Participate in feedback sessions with trainees and trainee's agency supervisor/administrative staff.
- Fulfill responsibilities in a professional and ethical manner.
- Maintain an attendance tracking and reporting system of the trainee's.



EXPERIENCE/PERFORMANCE REQUIREMENTS (Knowledge, skills and abilities)

To qualify for the position of Professional Development Trainer, a candidate should have:

- Excellent leadership qualities which include the ability to collaborate and work effectively with all levels of learners
- Excellent written and oral communication skills
- Ability to organize time and work effectively
- Strong analytical skills and the ability to exercise good judgment. This position also requires strong motivation, initiative, attention to detail, and a friendly and customer focused attitude.
- Must have specialized and progressively responsible experience in training and development.
- Specialized experience includes experience in the development, facilitation and presentation of training programs. The successful candidate must possess extensive knowledge of adult learning theories, needs assessment techniques, evaluation of training and development programs, career development theories, and appropriate use of a variety of training methods.
- Direct service and management experience in child development, early childhood education or teaching young children preferred

CORE ABILITIES

- **Leadership** – the individual inspires and motivates others to perform well, accepts feedback from others.
- **Integrity** – the individual possesses high ethical standards and expects the same from all others in the organization
- **Dedication** – the individual should be committed to achieving results under demanding periods.
- **Judgment** – the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Oral communication** – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Quality management** – the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- **Planning/organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and security** – the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- **Analytical** – the individual synthesizes complex or diverse information.
- **Problem solving** – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

EDUCATION REQUIREMENTS

Must have a degree in Early childhood Education, Child Development, Business Management, or related fields and/or a Child Development Associate Credential and/or Day Care Administrator Credential.

Must have at least 5 years’ experience of teaching experience. At least two years of management experience, experience teaching adults and public speaking.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Employee will work at different training sites. The employee will work predominantly with recurrent need to walk, stand, and bend from the waist. Occasional light lifting, stooping, and climbing may be required. **Occasional local travel.**



GENERAL INFORMATION

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description should not be construed to constitute contractual obligations of any kind or a contract of employment between Elite and any employee. Employment at Elite is “at-will” and either party can terminate the employment relationship at any time, with or without just cause.

Acknowledgment of the Job Description

I, _____ have read and received a copy of the Job Description. By signing my name, I hereby fully understand my responsibilities.

Print Name

Signature

Date