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**EAST JOB DESCRIPTION**

**JOB TITLE:** Training Specialist

**DEPARTMENT:** Program

**REPORTS TO:** Senior Director of Program Services

**SUMMARY:** The Training Specialist develops, plans, advertises, promotes, coordinates, and conducts Techstart training sessions for teachers and K-12 students. The Training Specialist collaborates with EAST partners to develop engaging and interactive training and other support activities. This position is also responsible for developing training assessments and surveys to measure training program effectiveness. The Training Specialist fosters relationships with school personnel and external entities to further the mission of EAST. This is a grant-funded position and, as such, is subject to elimination if grant funding is discontinued.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Develops and implements a strategy for the implementation of a successful Techstart training plan.
* Analyzes and assesses training and development needs for individuals, departments, and/or external organizations in collaboration with respective EAST teams.
* Develops, plans and delivers group and individual training, using sound EAST training principles, in coordination with the Program Coordinator of Education Unleashed, while covering a range of technical and education based areas.
* Develops training assessments and surveys to measure training program effectiveness.
* Creates and maintains a budget for all training related costs.
* Works in conjunction with the communication team to advertise and promote training opportunities.
* Schedules and coordinates training sessions, workshops, seminars, and presentations at conferences or events.
* Determines instructional methods, adapting as necessary utilizing knowledge of specified training needs and effectiveness of such methods such as individual training, group instruction, lectures, demonstrations, meetings, webinars, and workshops.
* Represents the interests of EAST at various events and conferences
* Provides support to training attendees to ensure a successful classroom implementation.
* Maintains accurate training records and notes.
* Provides regular and detailed training reports and assessments to the Senior Director of Program Services, and other staff members as needed.
* Other duties as assigned.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

* Works with staff and committees to plan and deliver the Annual Conference, Summer Seminar, and other EAST events.
* Assists with EAST Professional Development and Education Unleashed as needed.
* Assists with on-site program evaluations as needed.

**QUALIFICATIONS:**

* Teaching and facilitation skills
* Presentation and communication skills
* Knowledge of EAST methodologies preferred
* Proficient in Microsoft Office and Google tools
* Comfort and interest in current technology trends and tools
* Familiarity with differentiated training methods and materials
* Strong communication and relationship building skills
* Experience in an educational setting and/or non-profit experience recommended
* Must have the ability to travel overnight with extensive travel being required at times
* Must have a current, unrestricted driver's license
* Must have the ability to travel overnight
* Must have the ability to travel by common carrier

**SUPERVISORY RESPONSIBILITES:**

* None

**EDUCATION OR EXPERIENCE**

* Bachelor’s degree; equivalent combination of education and experience may be substituted in lieu of degree
* Three years of experience in a training capacity

**LANGUAGE SKILLS:**

* English language: including punctuation, spelling, grammar, and writing technique
* Excellent written and verbal communication skills

**REASONING ABILITY:**

* Ability to problem solve using deductive reason skills in a timely manner

**MATHEMATICAL SKILLS:**

* Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**PHYSICAL DEMANDS:**

* Ability to periodically lift 35 pounds and occasionally up to 75 pounds
* Ability to drive a car
* May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

\*Requests for accommodation need to be directed to Human Resources.

**Work Environment:**

* Quiet to moderate noise level
* Fast paced and positive

Signature Print Name Date