

POSITION: Training Director
DEPARTMENT: Career Development
REPORTS TO: Center Director
FLSA STATUS: Exempt

Job Summary: In collaboration with the Center Director, assumes responsibilities for planning, organizing, administering, and controlling programs and activities necessary to meet the goals and objectives established for the effective management of Job Corps operations.

Duties:

- Directly supervises academic and career technical training program staff, career services manager, and other support staff.
- Supervises the hiring, training, assignment, and evaluation of assigned instructional and support staff.
- Ensures assigned staff assists students in developing and updating short- and long-term goals through the use of the Personal Career Development Plan.
- Ensures staff and student schedules are aligned to meet students' academic and career technical training needs to promote combination graduates.
- Models, mentors and monitors appropriate career success skills and ensures the effective and efficient administration of the evaluation of student conduct systems.
- Ensures the safety, health, and security of students, staff, and property.
- Develops and implements systems, programs, and strategies to assist students achieve their career goals as determined by progress recorded on the Center Report Card (OMS-10).
- Develops and implements budgets, in collaboration with the F&A Director, for assigned areas and operates within established budgets.
- Conducts and documents classroom observations and provides feedback to promote continuous improvement.
- Ensures all training and testing programs are continually evaluated to ensure rigor and relevance of content areas of instruction is aligned with the PRH and meet individual needs of students.
- Designs and implements professional development opportunities in support of teaching and learning.
- Establishes procedures and conducts periodic self-evaluation and audits to ensure integrity, accountability, and prevention of fraud and program abuse.

- Establishes and implements systems to ensure performance is accurately tracked and reported and necessary corrective action is taken to achieve the performance outcome goals and quality standards established by the National Director of Job Corps.
- Conducts and documents regularly scheduled management meetings to provide direction, communicate progress, and share information.
- Develops and implements CDSS plan and other required plans and procedures as required by the PRH.
- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

Qualifications and Experience: Bachelor's degree from a four-year college or university required. Five years' experience in program management and direction. Supervisor of Instruction Certification preferred. Driver's license required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.