

Staff Development Trainer: Professional Personnel
Job Description

Qualifications:

1. Holds West Virginia Certification as a professional educator.
2. Holds certification as a trainer or has demonstrated skills as a trainer in the area of training listed on the job posting.
3. Meets special criteria and/or skills listed on the job posting.
4. Exhibits knowledge and/or skills in the required training area as listed on the job posting.
5. Ability to communicate effectively.
6. Ability to work cooperatively with others.
7. Good evaluations of past training sessions and/or references.

Immediate Supervisor - Appropriate County Director or Principal

Duties and Responsibilities:

1. Plans and prepares for staff development training.
2. Provides immediate supervisor with class syllabus, agenda or outline of training session(s).
3. Implements staff development training program as listed on the job posting.
4. Completes training effectively and productively.
5. Maintains positive work habits.
6. Conducts evaluation of training session and submits the completed evaluation instruments to immediate supervisor within two weeks of completed training.
7. Completes and submits time-sheet to the immediate supervisor within two weeks of completed training.
8. Performs other job related tasks as assigned by the immediate supervisor or staff development director.