



Position Title: Sr. Trainer, Outcome Assessment and Student Learning Improvement
Reports To: District Director
Department: College Training & Development
Prepared By/Date: Greg Sharp/08-27-2010
Approved By/Date: Patrick Nellis/08-27-2010
Revised: Jennifer C. Brito/12-3-2010

Job Code: 0687
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Program Manager, College Training and Development (CT&D) is responsible for providing training and development programs for College personnel with a primary emphasis is on developing learning outcomes, assessment, and improvement skills strategies for College-wide and programs/discipline/services area service learning outcomes.

Essential Duties and Responsibilities:

- Designs and conducts learning outcomes workshops College wide, at the discipline, program, and course levels
- Coordinates discipline, school, student affairs, College wide meetings, retreats to develop, strengthen assessment and improve plans in order to meet or exceed accreditation needs
- Collaborates with the Office of Learning Outcomes Assessment on assessment related training and implementation.
- Implements web-based data systems to document assessment planning and results for accreditation reporting and other purposes.
- Coordinates the Teaching Strategies Series for new and adjunct faculty
- Facilitates many of the online CTD programs for faculty as well as student service personnel
- Consults with individual faculty to transition baccalaureate level coursework with appropriate scope and depth
- Designs and facilitates faculty certification programs qualifying them to teach in specified programs/schools
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Skill in instructional design, consultation and facilitation of student outcome learning and assessment
- Computer proficient with knowledge of a learning management system and instructional technologies
- Strong organizational and management skills
- Ability to travel between campuses and maintain flexible hours to allow for evening and weekend work
- Ability to work in a multicultural/multiethnic environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in an academic discipline or Higher Education and four (4) years higher education teaching/training experience with evidence of experience with student learning outcomes design/assessment
- Must have online teaching/training experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name