**Training Specialist P10 Standard Job Description**

**Classification Title:** Training Specialist P10

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Training Specialist P10, under general supervision, develops, designs and delivers classroom and individual training programs.

**Essential Duties and Responsibilities:**

**40% Training Development and Delivery**

* Develops, reviews, and evaluates training materials.
* Delivers classroom and individual training to clients.
* Assists in identifying training needs of clients.
* Coordinates training program schedules.
* Maintains training records.
* Designs and develops syllabus content, ensuring guidelines are followed and objectives met.
* Designs and delivers effective classroom instruction for assigned courses.
* Observes, evaluates, and assesses students' behaviors in various settings.
* Develops strategies to correct undesirable behavior and supports students in staying current with academic assignments.

**25% Training Program Coordination and Evaluation**

* Collects, compiles, and reports results of training data to ensure staff are current with their training plans.
* Communicates data and reports as needed.
* Assists supervisors and managers in identifying training needs of employees.
* Works with supervisors and managers to ensure that each employee has a documented training and development plan.
* Leads in the implementation of training program activities and job coaching.
* Evaluates the training program.
* Compiles statistics and maintains program records and databases.

**10% Practicum and Partnership Development**

* Assists the practicum coordinator in creating partnerships for practicum sites.
* Collaborates with the practicum coordinator in developing goal settings for students and identifying programs for future training needs.
* Assists with observation visits, meetings, and workshops related to practicum coordination.

**5% Safety and Compliance**

* Contributes to a safe work environment by reporting accidents and unsafe conditions.
* Follows safety procedures outlined in material safety data sheets and participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.
* Presentation skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**