

## TRAINING/PLANNING SPECIALIST - EDUCATIONAL PROGRAMS\*

### **Function of Job:**

Under administrative direction of designated supervisor, to be responsible for coordination, design development, implementation and delivery of assigned district or regional educational/social program to provide training, group development or technical assistance to special education groups, community members, systems or organizations.

### **Characteristic Duties/Responsibilities:**

1. Responsible for development, coordination, implementation, and evaluation of training program by defining and developing programming areas; securing trainers/faculty; monitoring evaluation system; providing on-going needs assessment or climate surveys; and coordinating efforts with appropriate agencies, departments and/or institutions.
2. Design and conduct training sessions, seminars and/or workshops, as required and update/revise curricula.
3. Responsible for general and/or clinical supervision of program trainees, tutors, and in-district supervisors/trainers as assigned.
4. Train, support and consult with core group members, field supervisors/trainers, or other professionals, as applicable, and act as liaison with agency directors, community leaders, or senior management staff, as required.
5. Participate in setting procedures and directions for project as part of staff/management team.
6. Design, develop and implement marketing campaign in support of assigned program, which may include monthly newsletter, regional training directory, and educational materials such as films and teaching/learning aids for purchase.
7. May provide resource information and/or academic counseling for project participants.
8. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in related field with appropriate teaching certification (if required) and three years of related experience in education/training, or Master's degree in related field and one year of education/training experience.
2. Training skills.
3. Knowledge of adult education and ability to teach adults.
4. Valid N. H. driver's license if required by department.
5. Willingness to travel as necessary.

1/19/99  
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System Approval

1/19/99  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\*Revised - Original approved 8/30/77, revised 4/20/86 and 11/19/90.