



Job Specification

Job Title: Senior, Training Specialist
BCAT Code: 422X BJ
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Serves as a curriculum coordinator for the Capital Hill Child Enrichment Center and trainer for the Best Practices training Project.

Examples of Duties

- Plans and implement developmentally appropriate learning activities. (This includes working with individual children or small groups of children to encourage learning language, social, cognitive, and physical skills, both through planned activities and through routine activities and interactions.
- Conducts workshops for teachers from the community
- Consults with parents about their child's development and progress
- Conducts training for Best Practices
- Works collaboratively with Child Development Program administrators and teachers, and best practices staff to develop and implement special projects.
- Assists GSU faculty with research projects related to Best Practices and the Child Development Program.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively both, orally and written
- Ability to work independently.

Minimum GSU Hiring Standards

Bachelor's degree in Education or related field and three years experience in training and development; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.