Assistant Director of Training - Child Welfare Training Academy

**Definition of Class**
This is a supervisory position responsible for the management of training activities and evaluation of training effectiveness. The incumbent receives requests for training, assigns training projects to appropriate staff, assists in revision of training curriculum as necessary, evaluates performance of trainers and recommends appropriate course of action based on evaluation results. This position frequently makes decisions by exercising discretion and independent judgment and reports to the Associate Director of Projects.

**Examples of Work Performed:**
- Receives training requests and assigns training projects to appropriate trainers. Prepares a monthly calendar and activity reports.
- Participates in the selection process and employment of staff members.
- Works with clients to define training needs, determines funding / budgetary constraints and assists with preparation of budgets for training.
- Monitors timely development and distribution of all training materials. Reviews and approves plans for training logistics.
- Establishes on-site trainer evaluation schedule and ensures that evaluations take place. Collects and compiles data and prepares activity reports related to effectiveness of training materials and trainer performance.
- Develops processes for evaluation of educational material content and training delivery.
- Reviews and recommends revisions to the training curriculum. Works with education and training specialists to improve content of training materials.
- Creates and provides orientation for trainers. Plans and supervises staff professional development activities.
- Provides supervision, guidance and feedback to staff.
- Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Receives client training requests and assigns training projects to appropriate personnel.
2. Ensures training material content is accurate and applicable.
3. Evaluates performance of trainers and recommends appropriate course of action based on evaluation results.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SME) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

  Vision: Requirements of this job include close vision.

  Speaking/Hearing: Ability to give and receive information through speaking and listening.

  Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, or bend; reach with hands and arms; and taste and smell.

Experience/Educational Requirements:

  Education: Master’s Degree from an accredited four-year college or university in Social Work.

  AND

  Experience: Three (3) years of experience related to the above described duties.

  Licensure: State of Mississippi License in Social Work

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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