JOB DESCRIPTION

Assistant Director for Training

**Definition of Class**
This position supervises and coordinates the activities of staff in which the incumbent plans, schedules, and monitors public school training activities. The incumbent coordinates training activities with public school superintendents, principals, and faculty. The incumbent in this position will evaluate the success of the program through the use of various resources.

**Examples of Work Performed**
Plans, schedules, and monitors training activities. Develops and implements training for the public school districts K-12.

Manages training resources.

Provides technical assistance to Institute employees and participating school districts.

Performs general administrative duties; prepares weekly and quarterly activity reports; assists in grant writing.

Analyzes training needs.

Develops training materials, processes, and procedures to meet the needs of the program.

Monitors implementation of training modules. Evaluates and revises modules.

Prepares recruiting materials.

Participates in employment processes.

Plans and supervises staff development activities. Monitors performance of staff.

Evaluates the effectiveness of both the program and the employees.

Performs similar or related duties as assigned or required.

**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. Assists Executive Director in the training component of the program.
2. Develops and implements training modules depending on the needs of the program.
3. Assists in employment of staff; plans and supervises staff development activities; and monitors the performance of the staff.
4. Assists publicity activities in order to gain national attention and maintain a successful program.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) 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:** No Physical Exertion.
- **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 frequently required to talk and hear. The incumbent is periodically required to stand; walk; and sit. The incumbent is occasionally required to use hands to finger, handle, or feel; climb or balance; taste or smell; run; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited four-year college or university in Reading or related field.

- **Experience:**
  Five (5) years of experience in reading education; public schools (K-12); classroom teaching; and supervision of reading instruction.

- **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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