

Job Title: Director of Training

Our Director of Training is responsible for IACET AP Standards.

The scope of Leatherwoods' mission places emphasis on professional and management development training. The reliance on the services of the training program is ever changing.

The Training Director is responsible for planning, administering, developing and evaluating a complete training and course curriculum for all training programs. This entails developing training plans, monitoring the programs, evaluating program effectiveness, developing training materials and testing procedures.

The paramount requirement of the work is a combination of professional and practical knowledge of the methods and techniques of instruction as well as professional and practical knowledge of the subject matter being taught. Subject position is responsible for administering a training and education program that requires professional knowledge of educational tools and theories, and an understanding of the methods and techniques used in instruction. The Training Director is responsible for developing courses/schedule personnel for applicable training to meet strategic requirements. The duties of this position involves the coordination of a variety of programs to maximize success and efficiency.

FUNCTIONAL DESCRIPTION: An individual in this job category performs the following functions:

- Oversees, coordinates, and directs the planning, development, and implementation of training programs;
- Negotiates and directs the preparation and execution of contracts and agreements with representatives of training and educational institutions, private industry, Federal, State and local governments;
- Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluation of the training program;
- Provides technical interpretation and assistance to Leatherwoods' officials and private industry officials regarding Federal, State, and local rules and regulations as relating to agency's training programs;
- Prepares a wide variety of records and reports;
- Oversees and directs all administrative details of agency operation to insure compliance with Federal, State, and local rules, regulations and policies;
- Establishes and interprets policies and procedures for all training and components;
- Establishes and maintains liaison with representatives of government agencies, private industry, labor and non-profit organizations, in order to facilitate understanding, acceptance, and/or participation in training activities;
- Recommends Training policies and programs to appropriate officials;
- Keeps abreast of policy, rule, and regulation changes which may affect programs;
- Oversees the planning and preparation of special studies and reports, and training trends and problems;
- Speaks to various groups in the community about the goals and objectives of the training component and generally disseminates information to the public with bulletins, news releases, and contact with the media.