

**INSTRUCTOR**[Print](#)

|              |                              |                |                      |
|--------------|------------------------------|----------------|----------------------|
| Job Code:    | <b>312</b>                   | Division:      |                      |
| Branch:      |                              | Department:    | <b>TRAINING - IN</b> |
| Reports To:  | <b>Training Svcs Manager</b> | Pay Grade:     |                      |
| FLSA Status: | <b>Non-Exempt</b>            | Employee Type: |                      |
| Prepared By: | <b>Thomas C. Moore</b>       | Date Prepared: | <b>12/10/2010</b>    |
| Approved By: |                              | Date Approved: | <b>12/10/2010</b>    |

**Summary**

Objective: To present information, using a variety of instructional techniques and formats such as simulations, team exercises, group discussions, video, and lecture for employees and customers.

**Essential Duties & Responsibilities****Attendance**

- Be on time to class, which means 30 minutes before class starts.
- Attend and participate in at least one team meeting per month
- Work a minimum of 8 hours per month

**Communications**

- Be able to use and check an STS email address
- Answer ALL calendar invites
- Call - Offs fill your own shift and notify manager 2 hrs. in advance

**Professionalism**

- Dress in proper STS approved attire
- Well groomed appearance
- Act in a courteous manner to all staff and clients
- Be conscious of your role as a safety instructor, present all materials and demonstrations in a safe and responsible manner.
- Be conscious of your audience when using jokes and telling stories

**Presentation Knowledge**

- Experience, academic credentials, and or continuing education on subject matter to keep up to date on the subject matter you teach.
- Assist in designing, planning, or organizing training for employees or customers as needed.
- Assist in developing, organizing, or obtaining, training procedure manuals, guides and course materials such as handouts, workbooks, and visual aids as needed.
- Utilize the internet to find recent changes in standards, updated OSHA statistics and industry specific applications that may be useful in class.

**Equipment and Housekeeping**

- Accountability, maintenance, and safe operation of training props, computers and projectors.
- Training equipment cleaned and put away in its proper place at the end of class.
- Ensure that training equipment is in good working order at all times. Inform manager in writing of any equipment that needs to be ordered, replaced or repaired immediately.
- Check in and check out All training equipment.
- Classroom cleaned, white boards and tables wiped Mgr. notified if sweeping and mopping are needed, props squared away, extra manuals and paperwork turned in and garbage taken out.

**Recordkeeping**

- Fill out and turn in ALL Required paperwork to Training Coordinator
- Review sign-in sheets for clarity before turning them in
- Monitor, evaluate and record training activities and program effectiveness
- Effectively evaluate students course critiques for personal and course improvement

**Tools & Technology****Tools used:**

Computers (Desktop, Laptop, Etc.)

Printers and Fax Machines

Digital Cameras

LCD projectors

Pen and Paper

Telephone and Cell phone

Copiers and Scanners

Simulators and Training Props

Technology Used:

Computer based training software – Microsoft Power Point, Adobe Acrobat

Document management software – Microsoft Office Suite

Social Networking Programs – Face Book, YouTube

Internet and E-mail

Basic PC Troubleshooting

### **Qualifications & Knowledge**

Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language – Knowledge of principles of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting standards for services, and evaluation of customer satisfaction.

Communications and Media – Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Psychology – Knowledge of human behavior and performance, individual differences in ability, personality, and interests; and learning motivation.

### **Supervisory Responsibilities**

Supervises students in the classroom environment.

### **Physical Demands**

Must be able to lift and carry training tools and equipment. Must be able to stand for long periods while presenting material to students

### **Skills**

Speaking – talking to others to convey information effectively.

Instructing – Teaching others how to do something.

Learning Strategies – selecting and using training / instructional methods and procedures appropriate for the situation when learning or teaching new things.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and not interrupting at inappropriate times.

Monitoring – Monitoring / Assessing performance of yourself, other individuals, or organizations, to make improvements or take corrective action.

Social Perceptiveness – being aware of others' reactions and understand why they react the way they do.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Communication**

Must be able to communicate to customers, and fellow employees in written, verbal, and via other portals in a clear and consise manner.

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Employee's Signature

\_\_\_\_\_  
Date