

Building Service 32BJ Benefit Funds Job Description Posting TSTF

Job Title: Instructor Professional Development Coordinator
Grade: 8
Department: Thomas Shortman Training Funds
Reports To: Senior Manager, Program Development
Posting Date: June 11, 2019

Summary:

The Instructor Professional Development Coordinator ensures a comprehensive instructor onboarding process across all locations as well as creating and delivering a PD library based on student centered performance standards.

Essential Duties and Responsibilities:

- Ensure consistent onboarding of all instructors
- Provide immediate training for any skill that seems to be lacking (Smartboard, ADP)
- Create and organize PD library in order
- Identify correct items to develop
- Design/launch online PD
- Assign relevant training from library to instructors
- Review observations and note trends where instructors are lacking (both classroom and admin);
- Deliver instructor training post-observations as necessary (in person, video, etc.)
- Consider best ways to deliver remote PD (online course, zoom, etc.)
- Provide Observation back-up
- Hold In person workshops here/elsewhere/video conferences w/small groups
- Develop and deliver non-site Specific orientation
- Become an expert Smartboard user and then train instructors
- Develop resources (1 pagers /other items) to address instructor developmental needs
- ADP: Review all staff and instructor timesheets in your queue; identify and correct errors and approve sheets. Make appropriate entries on departmental shared document by the deadline, and complete all errors attributed to you within an hour. Maintain acceptable score.
- LMS QA Score: Review instructor LMS tasks for completion and accuracy; ensure errors are resolved within one week. Maintain acceptable score.
- Maintain departmental standards on CISCO regarding Login, Ready State and Scorecard (quality monitoring)

Other Duties and Responsibilities:

- Travel to off-site locations to conduct periodic observations
- Performs other functions as necessary or as assigned
- Maintain adequate Cisco login and ready levels.
- Performs other functions as necessary or as assigned

Technical Skills:

- Microsoft Word/Excel
- Adobe Captivate
- LMS
- Videography a plus

Interpersonal Skills:

- Ability to work independently as well as work as a member of a team
- Detail oriented with excellent organization and analytical skills
- Ability to prioritize work and meet deadlines
- Good interpersonal and client service skills

Qualifications and Core Competencies:

- Bachelor's Degree
- Experienced with Adult Education
- Familiarity with e-Learning
- Highly organized and detail oriented
- Effective communicator
- Flexible time schedule
- Compassionate, collaborative approach

All candidates must submit resume and salary requirements with application. Interested candidates should submit their cover letter and resume to jobpostings@32bjfunds.com prior to the closing date. Only those candidates under consideration will be contacted. No phone calls please.