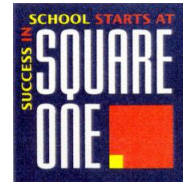


Job Title: Square One Trainer
Project: Square One Prevention and Early Intervention (PEI) Training
Reports to: Square One Training Director
Prepared: May 2006



Summary

This position will be responsible for training curriculum as it is written, without changing content or methodology unless written permission is granted. Square One trainers are carefully selected based on their content expertise and strong training background.

Essential Duties

- Prepare thoroughly and effectively for course delivery (preview course videos, etc.)
- Present pre-designed curricula
- Knowledge of adult learning model
- Floor training skills
- Effectively deliver training in activity-based setting
- Facilitate learning process using a conversational approach
- Complete trainer evaluation at close of training day and re-pack course prop box for Area Training Center

Education/Experience

- B.A./B.S. degree in Social Services, Early Childhood Education, or related field; Master's preferred
- Extensive knowledge of the principles of adult learning/direct practice
- 5 years progressively responsible teaching and training experience

Supervisory Responsibilities

This position does not require supervision skills

Position Requirements

- Meet all requirements of certification process (Pre-screening through credentialing)
- Attend 3-day Train-the-Trainer for Non-VISSTA Trainers (VISSTA Gen 1501 Course) - Current VISSTA Certified Trainers are exempt from this requirement
- Expertise in prevention and early intervention and strong background that matches content area
- Reflect a positive professional attitude in training sessions
- Accept responsibility for distributing, collecting, and returning course materials, evaluation, roster, and all other materials to ATC's (Area Training Centers)
- Not to distribute any Square One materials (curricula, handouts, etc.)
- Facilitate continuous improvement process through evaluation data and feedback
- Maintain a consistent score of 4 or above on evaluations
- Assist with course review, recommend changes, additions, or deletions

Print Name _____

Signature _____

Date _____

Square One is an Equal Opportunity Employer