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# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 758-7229

**Cynthia W. Burton**

Executive Director

August 2, 2022

## **JOB ANNOUNCEMENT**

**Job Title:** Director, Training and Professional Development

**Location:** Tuscaloosa

**Employment Classification:** Regular Full-Time, Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Grade Level III; Competitive Based Upon Education and Experience. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

**Deadline:** Tuesday, August 9, 2022 by 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-Verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

# Community Service Programs of West Alabama, Inc.

## Job Description

**Job Title:** Director, Training and Professional Development

**Department:** Human Resources

**Reports to:** Executive Director

**Employment Classification:** Regular Part-Time or Full-Time, Exempt, Non-Safety-Sensitive

**Grade/Salary:** Grade Level III; Compensation dependent upon on education and experience.

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### **Summary of Position:**

Conducts focused training and development needs assessments within specified target staff; designs, delivers and evaluates a range of responsive training programs within defined fields of expertise.

### **Essential duties and responsibilities:** *Other duties may be assigned by the supervisor*

- ◆ Plans, coordinates and directs skills and knowledge enhancements for organization staff.
- ◆ Guide employees/managers in development of individual professional development plans.
- ◆ Organizes training sessions specific to various roles in the organization.
- ◆ Presents training and development programs using various forms and formats, including but not limited to group discussions, lectures, simulations, and videos.
- ◆ Designs and creates various training materials, as appropriate.
- ◆ Reviews training materials from multiple sources and chooses appropriate materials.
- ◆ Ensures that new staff receive appropriate introductory training.
- ◆ Plans refresher courses relevant to staff development.
- ◆ Delivers group and individual training covering a range of operational, and/or management areas in specified fields.
- ◆ Develops training curricula and/or recommends or utilizes vendor programs that meet professional goals.
- ◆ Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, method and workshops.
- ◆ Selects and develops training aids, including handbooks, demonstration models, multimedia visual aids, computer tutorial and reference works.
- ◆ Coordinates and performs administrative functions necessary to deliver and document training programs.
- ◆ Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in objectives and methods.
- ◆ Consults and collaborates with employees/managers on complex training issues
- ◆ Assesses training needs and objectives; designs and develops responsive programs and initiatives
- ◆ Collaborates with employees/managers to ensure that staff are developing and meeting individual and departmental professional goals.

- ◆ Maintains records of training and development activities, attendance, results of any tests and/or assessments.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ◆ **Education and Experience:**

- Degree in management, Human Resources or related fields and/or substantive experience in training and development.
- Prior substantive management/executive experience.

- ◆ **Certificates, Licenses, Registrations:**

- Possession of a valid Alabama driver's license and willingness to use one's personal vehicle in the course of employment.

- ◆ **Skills:**

- Excellent verbal and written communication skills.
- Excellent communication, observation and interpersonal skills.
- Analytical skills
- Collaboration skills
- Communication skills
- Literate in Microsoft Office and related software programs.
- Substantive management skills
- Ability to design and implement effective training and development for staff/management
- Ability to evaluate and research training options and alternatives
- Ability to convey complex instructions in a way that staff/managers understand
- Creativity

**Physical Demands:** *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

- Prolonged periods sitting at a desk and working on a computer.
- Limited physical effort required.
- Limited exposure to physical risk.
- Work normally performed in a typical interior/office work environment
- May perform job duties outside the office with supervisor approval.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is acceptable in the work environment. Work is performed indoors.

The information contained in the job description is for compliance with American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.