

TRAINING SPECIALIST

1. **SPECIALTY SUMMARY:** Evaluates training techniques and methods; develops and manages training programs; provides on-the-job training advisory services and supervises training activities and personnel.

2. DUTIES AND RESPONSIBILITIES:

a. DEVELOPS AND MANAGES TRAINING PROGRAMS:

(1) Develops and manages training programs that assist personnel in achieving proficiency in their assigned specialties and developing knowledge and abilities essential to advancement to higher skill levels or positions.

(2) Prepares directives for administration and control of training programs.

(3) Makes periodic staff assistance visits to determine status of training programs and provides advice and guidance to improve programs.

b. COORDINATES TRAINING ACTIVITIES:

(1) Maintains liaison with activities responsible for conducting, scheduling or supporting training requirements.

(2) Maintains required training records and statistical data for reporting and analysis purposes.

(3) Coordinates scheduling of available training facilities according to training program requirements.

(4) Coordinates training programs with operational and related staff activities to ensure adequacy and effectiveness of such programs in meeting requirements.

(5) Advises individuals on availability of training to support their specialty or duty position.

c. PERFORMS TRAINING FUNCTIONS:

(1) Determines requirements; requisitions, controls and accounts for tests and instructional materials used to evaluate training.

(2) Ensures the availability of Specialty Training Standards and other training materials.

(3) Monitors progress of and counsels trainees, identifies problem areas, determines causes and recommends corrective actions.

(4) Controls, schedules and administers tests for trainees and coordinates on other testing requirements.

(5) Assists in evaluation of training for effectiveness in meeting established objectives, methods of presentation, instructor ability, use of available resources and recording and reporting procedures.

(6) Advises commanders of evaluation results and recommends corrective action.

(7) Indoctrinates commanders, supervisors, trainers and trainees on availability of materials and services related to training programs.

d. SUPERVISES TRAINING PERSONNEL:

(1) Plans and schedules work assignments.

(2) Establishes work schedules and performance standards.

(3) Evaluates work performance of assigned personnel and provides OJT for such personnel in duties and responsibilities of training

functions.

3. SPECIALTY QUALIFICATIONS:

a. **KNOWLEDGE:** Knowledge of interviewing and counseling techniques, training techniques and methods of instruction, learning processes, training evaluations, automated training systems and products and training reporting procedures is mandatory.

b. **EDUCATION:** A 12th grade education with courses in English and speech is desirable.

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c. **EXPERIENCE:** Experience in performing or supervising training functions is mandatory for the award of the 7-level AFSC.

d. TRAINING:

(1) Completion of the Training Specialist course is mandatory prior to being awarded the initial skill level to which the specialist is being trained.

(2) Completion of the Technical Instructor course is desirable.

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(a) Career development course.

(b) Religious course.

e. OTHER:

(1) Ability to speak clearly and distinctly is mandatory.

(2) Ability to type at a rate of 20 words per minute is desirable.