

## **TRAINING SUPERINTENDENT**

1. **SPECIALTY SUMMARY:** Directs on-the job training (OJT), maintenance training and instructional system activities.

### **2. DUTIES AND RESPONSIBILITIES:**

#### **a. PLANS AND ORGANIZES TRAINING ACTIVITIES:**

- (1) Plans and organizes facilities in support of individual and unit training requirements.
- (2) Assists operating officials in developing and conducting effective OJT in various specialty training programs.
- (3) Plans and organizes training programs.
- (4) Organizes instructor training courses, group training courses and classes conducted by civilian schools.
- (5) Determines requirements for training, facilities, space, equipment and supplies.
- (6) Maintains liaison with technical training centers supporting maintenance qualification training and OJT.
- (7) Coordinates use of facilities and instructors.
- (8) Evaluates and recommends action to improve effectiveness of OJT in all specialties.

#### **b. DIRECTS TRAINING ACTIVITIES:**

- (1) Develops schedules for instructors in OJT specialty training programs and assigns available classroom space and support facilities.
- (2) Supervises the procurement of training materials, such as specialty training standards and training aids used by operating units.
- (3) Reviews training programs, course outlines, plans of instruction, curriculum materials, methods of presentation of training, education courses and recommends improvements to responsible activities.
- (4) Assigns work to personnel engaged in instructional system projects.
- (5) Supervises the preparation and maintenance of OJT and qualification training records and reporting systems, testing logs, initial and special evaluations recurring and special evaluations, recurring and special statistical reports on training programs and local directives related to training.

c. **ESTABLISHES AND CONDUCTS TRAINING:** Plans and conducts OJT, educational surveys, test analysis and administration, training management functions, maintenance of training records, instructional techniques, procedures for editing instructional system materials and training analysis.

#### **d. EVALUATES TRAINING ACTIVITIES:**

- (1) Evaluates facilities to determine adequacy of classrooms and briefing rooms, OJT training materials, record keeping procedures and training equipment.
- (2) Recommends actions to correct training deficiencies.
- (3) Evaluates on-the-job training (OJT) and recommends actions to commanders and other officials to increase effectiveness of

training methods, including scheduling supervisors for formal training in methods and techniques of conducting OJT.

(4) Reviews and determines effectiveness and applicability of instructional system materials to assigned projects.

**e. PERFORMS TECHNICAL AND TRAINING FUNCTIONS:**

(1) Interprets policies, directives and regulations.

(2) Assists in the scheduling of training facilities and courses, including technical training courses provided by field training centers.

(3) Provides OJT advisory services to all serviced agencies.

(4) Develops training procedures and evaluation methods in support of operational requirements.

**3. SPECIALTY QUALIFICATIONS:**

a. **KNOWLEDGE:** Knowledge of training management, OJT policies and procedures, related military personnel policies and procedures, instructional systems development and applicable training technology is mandatory.

b. **EXPERIENCE:** Qualification as a 35170 and experience in directing training functions are mandatory.

(1) Reading and writing for supervisors' course.

(2) Management principles course.