Education Program Specialist 2  
JOB ID: 322335  
Check & Connect National Trainer  
Transition Program Area  
Inst on Community Integration, CEHD

Required Qualifications: The successful applicant must have:
- Bachelor’s degree in education, psychology, social work, curriculum and instruction or related field.
- 6 years of experience to include, work experience in special education, counseling, training and development, social work or a related field, and/or experience in the design and development of training curricula and programs based on comprehensive assessments of state and local agency professional needs, including the development of written work scopes and operating training program budgets.
- Ability to implement and evaluate training and technical assistance programs.
- Demonstrated ability to effectively provide leadership to a team and problem-solve and make decisions independently.
- Demonstrated experience in working with collaborative teams.
- Demonstrated experience working with at-risk children and youth, including those with disabilities.
- Demonstrated ability to coordinate the work of multiple organizations and individuals to work toward the achievement of common goals.
- Ability to work well with others and develop effective partnerships and comprehensive plans for conducting programs of training and technical assistance.
- Ability to support the development and maintenance of databases.
- Ability to travel within Minnesota and nationally on a monthly basis.

Preferred Qualifications:
- Master’s degree in special education, psychology, curriculum and instruction, social work, or related field.
- Demonstrated experience in multi-year training and development project management.
- 7-10 years of experience in education, social work, counseling, or disability field.
- Experience evaluating education and training materials.
- Demonstrated experience in developing new programs that involve multiple sites and collaborators.

About the Job
One full-time (100%FTE) Education Program Specialist 2 (Check & Connect National Trainer) who will provide expert knowledge and consultation in fields and disciplines focused on at-risk children and youth, including those with disabilities within the Institute on Community Integration (ICI). The Check & Connect National Trainer works with a small team of trainers that lead the design, development, implementation, and evaluation of training programs for state education agencies; local school districts; middle schools and high schools; postsecondary education entities; juvenile corrections programs; and other community service agencies. Training primarily focuses on developing the capacity of professionals nationwide to successfully implement a student engagement and dropout prevention intervention model—Check & Connect. The Check & Connect National Trainer needs to formulate and define training needs, establish program objectives and outcomes, and develop training designs that meet state of the art training standards and methods. This position requires independent decision-making within a set of
defined quality standards and protocols to ensure the quality of training curricula and timeliness and effectiveness of delivery to targeted audiences. The role also requires the coordination and leadership of a team of professionals in carrying out project training activities within a train-the-trainer model. This individual reports to the Transition Area Program Manager.

**Duties and Responsibilities:**

**Develop and Implement Education/Training Programs (40%)**

- Apply instructional design, expectations, and tools necessary to complete a high quality course and follow those directions as specified (e.g. test questions, training assignments, and participant skill assessments).
- Collaborate with stakeholders on the design of education and training courses and technical assistance needed as directed by grants and program objectives.
- Interact with local/state leadership personnel and advisory boards related to project activities and outcomes.
- Lead statewide and national implementation of the education and training programs that includes providing technical assistance, outreach, education, and consultation activities to state and local education agencies, organizations, and other relevant stakeholders.
- Develop content for marketing materials to gain exposure and provide opportunities for further expansion and relationships with other stakeholders and communities.
- Plan, design and deliver webinars, conference calls and in-person meetings.
- Disseminate information on project activities/outcomes by preparing blogs, newsletters, conference presentations, and poster sessions for example.
- Promote and market programs to recruit participants in grant activities and projects.
- Direct the work of staff with regards to registration, logistics, and training needs of each program.

**Strategic Program Planning (30%)**

- Build and maintain relationships with agencies, organizations, institutions and other external stakeholders and learners to identify education and training needs across state and local education and related agency settings.
- Consult with individuals and organizations to determine what the program needs are of the different agencies.
- Assess academic needs of organizations, state and local entities, as well as the community in order to set objectives for developing and implementing programs, and evaluating the outcomes.
- Utilize information from evaluation of programs to inform future planning of training needs.
- Design, develop and implement strategic training and technical assistance protocols and strategies to align with training and education programs.
- Formulate and define systems, determine scope and identify objectives for projects by researching issues and national trends in direct support and disability professional development.

**Program Analysis and Evaluation (15%)**

- Conduct evaluation of training programs, learning methodologies and products to ensure learning objectives are met.
- Develop annual policy briefs related to outcome measurements.
- Lead and direct annual performance reporting regarding education, training, and technical assistance activities related to specific funder projects.
- Build capacity in the community and with trainers to identify training needs for highly competent and skilled professionals.
- Utilize effective evaluation techniques to refine products.
- Create and test new evaluation tools and materials for statewide planning.
Program Oversight (15%)

- Direct the work of staff related to local, state and national training and technical assistance activities.
- Market training programs, recruit new participants, troubleshoot and problem solve issues, and train, coach and mentor community educational professionals.

About the Department:

Department Overview- The Transition Program Area is within the Institute on Community Integration – a University Center for Excellence in Developmental Disabilities – in the College of Education and Human Development at the University of Minnesota. Through collaborative research, training, and information sharing, the Institute improves policies and practices to ensure that all children, youth, and adults with disabilities are valued by, and contribute to, their communities of choice.

College Overview- The College of Education and Human Development (CEHD) is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, houses seven departments with ten undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty and staff; 38.4% of our new first year students are students of color and more than 265 of our international students represent over 51 different countries.

FFI: http://www.cehd.umn.edu/about/default.html. CEHD and the U of MN provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

How to Apply:

Applications must be submitted online at http://myu.umn.edu/employment--. To be considered for this position, please click the Apply button and follow the instructions. You will have the opportunity to complete an online application for the position and attach a cover letter and resume. Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

Please include the required application materials as follows: 1) cover letter, 2) current resume, 3) names and contact information of three references, 4) transcripts showing highest degree earned, and 5) a brief sample of professional writing ability.

For questions, contact Eileen A. Klemm, Search Committee Chair, 612-624-0731 or klem0027@umn.edu.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Applications for this position will be reviewed beginning on March 19, 2018. Interviews for this position will begin mid-April. The anticipated start date for this position is June 11, 2018. This position will remain open until filled.

Diversity
The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu.

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**Background Check Information**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.