



Education & Training

4 job description templates for
education and training roles

Education and Training Roles

Job description templates

School Counselor	2
Teacher	3
Training Coordinator	4
Training Manager	5

School Counselor

Job description

We are looking for an experienced School Counselor. You will help our students benefit from academic, career, and social guidance.

- Develop and implement effective counseling programs.
- Facilitate annual meetings with each student to discuss possible career interests.
- Prioritize follow up sessions with grieving students.
- Write reports to document progress with students who visit more than twice per month.
- Contribute to the creation of Individual Development Plans (IDPs) for students who are struggling academically.
- Match students with internships, apprenticeship programs, and other resources.
- Develop relationships with each student.
- Discuss student progress in staff development meetings.
- Make recommendations to teachers and other staff about how to motivate students.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Knowledge of counseling procedures when working with young adults.
- Ability to maintain confidentiality, integrity, and professionalism.
- [X] year(s) experience working as a School Counselor.
- Excellent communication and interpersonal skills.
- High emotional intelligence.
- Excellent verbal and written communication in [X] language.
- [X] degree in Education or relevant fields.

Teacher

Job description

We are looking for a passionate Teacher. You will provide input for the core curriculum, create assignments and find stimulating methods to help students grasp challenging concepts.

- Create lesson plans based on the approved curriculum.
- Check individual student assignments for accuracy.
- Provide individual instruction for students who do not understand classroom instruction.
- Make lessons engaging by including group activities and discussions.
- Ensure that students with special needs have access to the appropriate resources.
- Collaborate with crises intervention teams (e.g. guidance counselor, school security guard) as needed.
- Keep records of student progress with homework assignments and exams.
- Oversee students' behavior and provide support accordingly.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- State licensing and/or certification.
- [X] year(s) experience as a Teacher.
- In-depth knowledge of pedagogies and school's policies.
- Excellent communication and organizational skills.
- Patient and energetic.
- Excellent verbal and written communication in [X] language.
- [X] degree in Education or relevant fields.

Training Coordinator

Job description

We are looking for an experienced Training Coordinator. You will design, manage, and facilitate effective training programs for a large workforce.

- Work with Management team to design and develop training curriculum.
- Roll out new methods for EEOC compliance trainings.
- Schedule workshops to accommodate the schedules of various departments.
- Coordinate with technology staff to offer supplemental training materials in an online database.
- Update outdated trainings to reflect current legislation.
- Work with Subject Matter Experts to provide demonstrations as needed.
- Categorize trainings to align with job competencies to determine which employees could benefit from each available training.
- Maintain a training log to keep track of which employees completed trainings.
- Offer repeat trainings, or one-on-one sessions for employees who cannot accommodate the training schedule.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in coordinating training programs in a corporate setting.
- Ability to organize events with large groups of hands-on participants.
- Ability to execute full training cycle from planning to evaluating.
- Excellent organizational and communication skills.
- Familiarity with any type of training software and/or knowledge database.
- Excellent verbal and written communication in [X] language.
- [X] degree in Education, Human Resources, or relevant fields.

Training Manager

Job description

We are looking for a professional Training Manager. You will develop excellent training curriculum, determine the format and provide trainings to all staff.

- Perform Job Analysis to confirm current and future training needs.
- Survey the staff to determine which competencies require more training.
- Analyze the feedback from the surveys to dictate training needs.
- Develop presentations to present training ideas to the Management team.
- Determine the format of training (e.g. workshop, online, interactive virtual classroom).
- Pilot trainings on small groups of employees and collect feedback.
- Work with training team to launch training programs.
- Provide interactive workshops that teach employees about new concepts.
- Work with software developers to design online trainings.
- Update knowledge database to provide employees access to solutions 24 hours a day.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as a Training Manager.
- Ability to manage a large training and development team.
- A proven track record of executing successful training programs.
- Excellent management and critical thinking skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Education, Human Resources, or relevant fields.



facebook.com/recruitee/

twitter.com/recruitee

linkedin.com/company/recruitee/

recruit.ee/tainnovators/

blog.recruitee.com/