



## City of St. Charles School District

# CUSTOMIZED TRAINING SPECIALIST

Reports to: Coordinator of Adult & Community Education  
Classification: Classified  
FLSA Status: Non-Exempt  
Terms of Employment: Part Time  
Evaluation: Performance in this position will be evaluated annually by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

This position provides support to Customized Training clients in accordance with grant funding availability. This position may also provide services to direct pay clients.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Assist in writing State of Missouri Customized Training grants for clients within industries such as manufacturing, distribution, and other qualified areas.
- Acquire knowledge of Customized Training client business and related training needs with regard to skilled workforce.
- Assist clients in training needs analysis, instructional design, and specialized training activities.
- Provide personal assistance to clients in completing required training documents to be submitted to the State.
- Provide timely submissions of reimbursement requests and year-end documentation.
- Provide ongoing management of training projects and serve as a liaison with the State of Missouri's Department of Workforce Development (DWD).
- Knowledge of various State and Federal requirements for programs for assistance for economic development training incentives.
- Attends/Completes District PD and training.

### **SUPERVISORY RESPONSIBILITIES:**

- None.

### **QUALIFICATION REQUIREMENTS:**

*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/OR EXPERIENCE:**

- Must have a high school diploma (GED); college degree preferred.
- 3 years of experience or equivalent training in project management; business and industry experience preferred.
- Demonstrated success in managing projects and programs that support client business objectives from concept through execution.
- Strong ability to analyze client needs and write grants related to training initiatives.
- Strong verbal and written communication skills.
- Proficiency with MS Office and Google applications

**OTHER SKILLS AND ABILITIES:**

- Ability to work independently with minimal supervision.
- Can prioritize multiple tasks and projects, work under stress, take direction, and meet client deadlines.
- Be a self-starter who can take charge of situations and be able to solve practical problems.
- Maintain client confidentiality requirements and hold oneself to unquestionable integrity and professionalism when working on client job site.
- Ability to perform duties in full compliance with client requirements, district requirements, and Board policies.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**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 with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud and is performed inside and outside during all seasons.

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

Customized Training Specialist

SY 2013-2014  
Revised SY 2022-2023