

**NORTHWEST TECHNOLOGY CENTER**  
**JOB DESCRIPTION**  
**Revised 9/2015**

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<b>JOB TITLE:</b>	BIS Trainer – Alva
<b>JOB SUMMARY:</b>	To provide training and customized services to help business and industry clients.
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	Degree preferred, but not required
<b>Experience:</b>	Experience instructing or teaching adults preferred. Education and/or career & technical education experience desirable.
<b>Certification:</b>	OSHA 500 & 501, CPR/FA, Safeland USA or willing to obtain.
<b>Dependability:</b>	Regular attendance following a designated work schedule, and flexible hours as required by position responsibilities. Must attend scheduled District, State, and National meetings as required for certification and professional purposes.
<b>Skills:</b>	Presentation skills, written and oral communication skills, personal computer and presentation software skills. Possess good customer service skills.
<b>Physical Requirements:</b>	Requires lifting, handling, carrying books, manuals, files and presentation materials and equipment.
<b>Mental/Emotional Requirements:</b>	Moderate to extreme. Ability to present ideas, plans of action, facts, and instruction in a logical sequential order. Continually build/maintain professional competence through networking with the business community and participation in professional organizations.

**ESSENTIAL JOB FUNCTIONS:**

1. Present/deliver safety training and other services to satisfy customer request and regulatory requirements.
2. Assist businesses with needs assessments to determine training needs.
3. Assist in the development or procurement of training materials and equipment necessary to meet the needs of business and industry.
4. Develop and complete all reports required by local administration and state agencies as they relate to training classes.
5. Maintain professional competence through participation in Staff Development Plan, In-service Education activities, and selected professional growth activities.
6. Develop curriculum customized to fit customer needs.
7. Complete end of class records and files and return to appropriate staff.
8. Assist in the facilitation of Strategic Plans for Safety for the district patrons.
9. Maintain training certifications and also be willing to acquire new certifications as determined.

**OTHER JOB FUNCTIONS:**

1. Maintain a line of communication and work cooperatively with instructors, administration, staff, and students.
2. Develop and maintain a line of communication with patrons, business and industry, economic development organization, and other educational institutions for the purpose of fulfilling the stated beliefs, mission and vision of Northwest Technology Center.
3. Perform other tasks and assume duties that may be required.

**RESPONSIBLE TO:** BIS Directors

**PERSONNEL CLASSIFICATION:** Professional Non-Certified  
FLSA – Exempt