

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Supervisor (Training) – Social Work**  
**Regular Full-Time, Grant Funded Position**  
**(Renewal contingent upon grant funding)**

**Position Number 318034**

**General Description**

The Training Supervisor is responsible for planning, directing and coordinating all training activities while ensuring that regional needs are met by providing adequate curriculum and quality trainers. The incumbent evaluates trainer performance and the effectiveness of training programs, while providing recommendations for improvement. In addition, the Training Supervisor is required to conduct training as needed to ensure contract obligations are met.

**Primary Duties and Responsibilities**

- Train DCS employees and resource parents when necessary to meet contract requirements.
- Communicate effectively with stakeholders in order to ensure that training needs are met.
- Visit training sites in order to observe trainers for the purpose of feedback and/or evaluation of narratives.
- Provide crisis intervention or conflict resolution with training participants when personal or professional problems arise.
- Refine curriculum by researching, compiling and organizing available resources for regional training purposes or needs.
- Review trainer class evaluations completed by participants following class to ensure trainer quality; evaluate presented curriculum.
- Create, update and modify curriculum to meet regional needs.
- Participate in PSA's, mentoring/coaching DCS supervisory level on practices.
- Assign staff workload after completion of training schedules while ensuring assignments are based on the strengths and needs of trainers.
- Coach leaders in demonstrating child welfare best practice for regional needs purposes.
- Coach trainers on effective documentation procedures, time management and on-the-job training (OJT) reports when requested by departments.
- Conduct individual supervision following training sessions in order to coach trainers for the purposes of encouraging improvement.
- Conduct goal-setting sessions with staff to ensure quality reports.
- Facilitate individual and staff meetings for the purposes of information sharing, coaching, feedback and development.
- Meet regularly with DCS regarding training needs, regional needs and on-going projects.
- Participate in TCCW work groups and consortium meetings.
- Prepare fiscal year program budget in order to submit to TCCW for adequate funding while generating an overall program plan to forecast the year's budget; manage the budget in order to ensure appropriate spending occurs under grant stipulations.
- Research and create University resources to match grant funding.
- Assess trends in feedback data regarding trainers.
- Participate in recruitment and selection efforts for the purposes of reviewing applicants, interviewing candidates and hiring qualified candidates.
- Interview, hire, develop and monitor contracted trainers for training delivery.
- Plan regional conferences to meet resource parent or DCS needs.
- Monitor workload, leave, timesheets and other necessary supervisory responsibilities.
- Purchase training materials and supplies.
- Prepare/compile monthly report and monthly reimbursement report for TCCW.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively develop, plan and deliver training programs.
- Ability to apply adult training theory to all learners.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, adult learning theory and the measurement of training effects.
- Ability to travel statewide with some overnight lodging.
- Ability to prepare and maintain accurate training records and reports.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.

### **Minimum Required Qualifications**

- Master's degree in social work or closely related field that would qualify someone as a subject matter expert in the creation and delivery of relevant training content..
- Minimum of two years of full-time or part-time supervision of personnel experience, preferably in an instructional or training unit.
- Minimum of two years experience in public or private child welfare.
- A background check will be required of the successful applicant.

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