



## **TRAINER**

### **Overview of HOME WORKS!**

HOME WORKS! The Teacher Home Visit Program trains, supports, and helps pay teachers to visit the homes of their high need students to engage parents in their children's education. HOME WORKS! is designed to have teachers and families collaborate to build a better connection and understand the crucial partnership needed between home and school for students to succeed. Learn more about us by visiting our website at [www.teacherhomevisit.org](http://www.teacherhomevisit.org).

### **Position Overview**

A key member of the program team, this position is responsible for delivering engaging and program-specific training to teachers and other school staff that prepares them to implement the HOME WORKS! program models with fidelity.

### **Responsibilities**

- Deliver various trainings to teachers, administrators and other school personnel on making effective home visits.
- Collaborate with Program Managers (school liaisons) to develop training schedules for schools.
- Coordinate with program staff to prepare for training sessions and ensure the proper training materials are ready for each session.
- Design and develop new, and modify existing, training materials to ensure program effectiveness and enhance learning.
- Assess the needs of participating school staff to improve training content.
- Collect and share feedback from training sessions to inform and improve implementation of the program.
- Research, stay current on, and incorporate best practices in adult learning theory, parent and family engagement strategies, and the use of technology in training to all HOME WORKS! training courses.
- Collaborate with other Trainers and Program Staff. Attend and actively participate in team meetings.
- Acclimate HOME WORKS! new hires and conduct orientation sessions. Deliver employee training as needed.

### **Minimum Requirements**

- Bachelor's degree
- Minimum of four years of experience in K-12 education (may substitute Master's degree with additional experience)
- Prior experience in PoswerPoint, training and/or adult education
- Excellent interpersonal skills both as a presenter and in working productively with others
- High level of comfort in front of an audience and with public speaking; an ability to engage an audience
- Ability to think creatively and strategically in the moment

- Sound decision making and organizational skills
- Strong computer skills; ability to create, maintain, and use PowerPoint presentations, strong word processing skills, ability to learn and teach others to use proprietary software
- An ability to prioritize tasks and meet deadlines with minimal direct supervision
- Ability to work both independently and as part of a team
- Ability to handle sensitive information with a high degree of integrity and confidentiality
- Have a passion for the mission of HOME WORKS!

**Preferred Characteristics**

- Classroom teaching experience and an understanding of the role of educators in meeting the challenges of educating at-risk children
- Experience with a teacher home visit program and/or experience making home visits
- Prior experience in the not-for-profit sector or education

**Work Environment**

This position requires some work to be performed at the HOME WORKS! office. Training sessions are mostly delivered at participating schools and therefore requires travel in the St. Louis metro area and surrounding communities. This position routinely uses standard office equipment such as computers, phones, and printers. HOME WORKS! prohibits smoking and all tobacco products in any form in all areas of HOME WORKS! offices.

**Hours and Other Requirements**

This is a part-time position averaging 10-20 hours per month but will vary based on scheduled training sessions and the needs of the program. Candidates need to be available to accommodate school training schedules (including mornings, afternoons and evenings). Candidates must have reliable transportation to reach schools across the region.

**Physical Demands**

Some lifting and moving of boxes and supplies may be required. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to gesture, handle materials and manipulate technology; and reach with hands and arms. The job requires long periods of standing while delivering training.

Status: Non-exempt, part-time, hourly, employee	Salary: commensurate with experience
Hours: will vary, 10-20 hours/month	Date Revised: 12/19/17
Supervisory Responsibilities: none	Reports to: Director of Programming

**Application**

To apply, please send thoughtful cover letter and resume to [lgrieshaber@teacherhomevisit.org](mailto:lgrieshaber@teacherhomevisit.org)