Rutgers Biomedical and Health Sciences (RBHS)
Standard Job Description

Job Title: Training and Consultation Specialists
Department: Pediatrics – The Boggs Center
Division/Section: The Boggs Center on Developmental Disabilities
Facility: Rutgers Robert Wood Johnson Medical School
Reports To: Sharon Lohrmann
Posting Link: https://jobs.rutgers.edu/postings/109093

SUMMARY: Provides advanced level coaching, technical assistance and training services consistent with identified project goals and objectives. The Training and Consultation Specialist is primarily responsible for delivery of training and coaching support to personnel in public New Jersey schools on the implementation of Positive Behavior Interventions and Supports. Responsibilities include participating in the planning, coordination and provision of training, curriculum development; coordination and provision of coaching and technical assistance to personnel in network schools through email, phone and on-site support as prescribed by the project implementation protocol; completing administrative duties (e.g., maintaining technical assistance logs, managing product archive, etc.); responding to requests for information; and other duties and responsibilities as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. (List Essential Duty Responsibility Statements.)

1. Participation in duties related to working within a team structure: preparing for trainings, training set up / clean up (which includes lifting and transporting training materials), maintenance of the project suite and resources, responsiveness to and participation in team discussions, using the team planning calendar, respecting co-workers, using time efficiently, friendly and constructive communication, and coordination with NJ DOE-OSE.

2. Maintaining School Specific Documentation: managing an extensive data archive of school information and products, procuring designated products from schools, maintaining up to date files and electronic folders for schools, maintaining up to date documentation for technical assistance logs and service delivery data.

3. Providing technical assistance to schools: delivering coaching and facilitation support to school personnel through multiple methods including email, phone and on-site support as prescribed by the project technical assistance protocol; providing solution-focused assistance that advances schools’ implementation of the Positive Behavior Interventions and Supports framework at all intervention tiers; supporting school teams through the development of/sharing of materials, products and resources; participating in and collaborating with project team members to problem-solve and develop technical assistance supports.

4. Delivering training on the Positive Behavior Interventions and Supports framework: Using a high-quality training style that is engaging and informed; delivers training content as designed by the project Director; demonstrates the use of an agile training style that adjusts/differentiates to the needs of participants across training sites; demonstrates a technical knowledge of Positive Behavior Interventions and Supports.

5. Travel to training and school sites throughout New Jersey multiple times a week.

6. Professional Development: Participation in training and professional development to extend skills and knowledge related to the implementation of Positive Behavior Interventions and Supports (e.g. attend an annual conference, monthly assigned journal articles, webinars, etc.).

7. Understands and adheres to Rutgers’ compliance standards as they appear in RBHS’s Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

8. Keeps abreast of all pertinent federal, state and Rutgers’ regulations, laws and policies as they presently exist and as they change or are modified.

9. Performs other related duties as assigned.