Eastern Division Instructor Development Supervisor

The Eastern Division is looking for an energetic individual to fill the position of Instructor Development Supervisor. The individual selected will be responsible to complete the tasks listed in the following Job description excerpted from the National P&P. Candidates interested must send the following information to the email addresses listed below no later than **October 30, 2020**.

1. Name, address, email, cell phone number, copy of ID Instructor/IT certification
2. List of Goals for first year in the position.
3. Brief resume of civilian and NSP background.
4. Paragraph answering “Why you are the best candidate for the position”.
5. Any additional information you wish to provide.
6. Recommendation letters (OPTIONAL).

The documents should be forwarded as a packet to:

Ed McNamara emcnamara@cmemsc.org

Skip Mudge skip.mudge.nsp@gmail.com

Jim Miller james.miller228@gmail.com

**Instructor Development Supervisor for the Eastern Division**

**4.8 Division, Region, and Local Education Program Staff Information and Job Descriptions**

Division Education Program Supervisor

4.8.1.1 There will be one discipline-specific program supervisor in each division who is appointed by the division director. The division supervisor may appoint assistant supervisors as needed after conferring with the division director.

4.8.1.2 Divisions have the option of appointing a division supervisor for the interest group programs, which will have qualifications and selection criteria similar to the education program supervisors and responsibilities as determined by division policies.

4.8.1.3 Qualifications

1. Is a current NSP member.
2. Has the commitment and the capability to implement and deliver NSP programs to members, associates, affiliate organizations, and, as appropriate, to nonmembers.
3. Demonstrates technical expertise and broad experience in all phases of the program's knowledge and skills performance.
4. Demonstrates a proven administrative track record, including written and communication skills.
5. Is a program instructor trainer, or qualified to be one.

i. Instructor and IT certification will be maintained without recertification requirements during term of service.

4.8.1.4 Selection

1. The appointment is made by the division director according to division bylaws.
2. It is recommended that the division director consult with the outgoing division education program supervisor and the national education program director to determine the needs of the program in the division, and to solicit names of suggested replacements.
3. The division director will inform the national education program director of his or her choice when the process is complete.

4.8.1.5 Responsibilities

1. Program delivery
2. Implements and maintains the NSP program within the division according to national program goals, standards, objectives, policies, and procedures as established by the NSP board of directors, and by working closely with the national program director.
3. Promotes NSP programs in cooperation with division officers, instructor trainers, and instructors.
4. Develops performance-driven instructional staff.
5. Facilitates ongoing continuing education, refreshers, and use of training aids.
6. Identifies and provides solutions to issues and problems that could negatively affect the program or its delivery to the membership.
7. Communication
8. Participates actively on the respective national program committee.
9. Assists in the development of the discipline's national program content.
10. Provides member input on programs.
11. Evaluates how well the existing program is meeting member needs.
12. Attends committee meetings as scheduled.
13. Communicates with the national office, national program director, division supervisors and line officers, instructor trainers and instructors, and others.
14. Creates mutual understanding of program objectives and performance standards.
15. In collaboration with the division director and the national program director, develops and reviews an annual "Supervisor Planning and Feedback Tool".
16. Establishes and distributes training schedules of courses in collaboration with division and region staff to meet the needs of instructors and members.
17. Quality management
18. Administers a quality management process using the Quality Management System found in Appendix B to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members, and overall effectiveness of the courses within the division.
19. Maintains integrity and standards of NSP programs.
20. Trains, appoints, mentors, and supervises instructor trainers in the division.
21. With the assistance of the instructor trainers, provides programs that meet instructor recertification requirements.
22. Performs all recordkeeping and reporting requirements in a timely fashion and in the proper format.