**JOB DESCRIPTION:**

**EDUCATION & TRAINING MANAGER**

**JOB TITLE:** Education & Training Manager

**OBJECTIVE**

Plans, coordinates, and directs personnel training and staff development programs for the dealership.

**PRIMARY RESPONSIBILITIES**

* Directs the design and implementation of all in-dealership training.
* Stays abreast of outside training opportunities for dealership personnel and arranges for training as needed.
* Confers with managers and supervisors to determine training needs.
* Works closely with managers at all facilities to schedule training sessions.
* Compiles data and analyzes past and current year training requirements to prepare budgets and justify the request for funds.
* Formulates training policies, programs, and schedules based on knowledge of identified training needs, individual department processes, business systems, or product changes, procedures, or services.
* Organizes and develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials.
* Conducts new employee orientations, safety seminars, and other training required by local, state, or federal regulations.
* Maintains training records and documents specific training as required by local, state, or federal regulations.
* Trains supervisory personnel in effective techniques for on-the-job training and performance evaluation.
* Coordinates established training courses with technical and professional courses offered by local colleges, technical/vocational schools, manufacturers, and trade associations.
* Stays abreast of new developments, methods, and techniques in the training field.
* Remains current on hazardous material regulations and communicates this information to employees.
* Maintains professional appearance.
* Attends manager meetings as requested.
* Other tasks as assigned.

**ADDITIONAL RESPONSIBILITIES**

(If applicable.)

**SUPERVISORY RESPONSIBILITIES**

(If applicable.)

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily To perform this job successfully. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.
* Two to four years of related experience or training; or an equivalent combination of education and experience
* Four to ten years related experience or training; or equivalent combination of education and experience.

**VERBAL SKILLS**

* + Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
  + Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.
  + Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
  + Can read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or business community members. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, or boards of directors.
  + Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to give compelling and persuasive speeches and presentations on controversial or complex topics to top management, public groups, or board of directors.

**MATH SKILLS**

* + Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
  + Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of math.

**REASONING ABILITIES**

* + Applying common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
  + Ability to apply common sense understanding to complete written, oral or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
  + Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
  + Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
  + Ability to apply logical or scientific thinking principles to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

**CERTIFICATION and LICENSE**

[If applicable.]

**PHYSICAL RESPONSIBILITIES**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Education & Training Manager

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_