



Principal Training Specialist

Job Summary

The Principal Training Specialist designs and develops instructional approaches and/or strategies to meet training requirements. The Principal Training Specialist conducts analysis of training requirements and media requirements, and develops appropriate training objectives and test methods. They develop flow diagrams and storyboards, design instructionally sound lessons in a variety of delivery media, and interact with customer and subject matter experts to ensure technical accuracy of instructional content. The Principal Training Specialist also provides guidance and work leadership to lower-level personnel and may serve as technical team or task lead.

Job Description

Key Responsibilities

- Coordinates the development and delivery of complex training programs and related materials in support of customer training objectives.
- Establishes and reviews course content and objectives.
- Conducts training sessions and develops criteria for evaluating the effectiveness of training activities.
- Maintains records of training activities, participant progress, and program effectiveness.
- Updates course documentation on a regular basis to ensure timeliness and relevance.
- Provides work leadership to lower level employees, including evaluating the effectiveness of their training presentations and programs, and may have supervisory responsibilities.
- May serve as technical team or task lead.
- Conducts research into new training, educational, and multimedia technologies.
- Maintains current knowledge of relevant technologies as assigned.
- Participates in special projects as required.

Minimum Qualifications

- Bachelor's Degree in Instructional Design, Curriculum Design, Educational Psychology, or other related field with 10+ years of experience in Instructional Design or other related fields, OR
- Demonstrated team leadership experience.
- Strong written and verbal communication skills with a solid grasp of English grammar and usage.
- Ability to work collaboratively with others.
- Ability to work independently and provide supervision and guidance to junior team members.
- Ability to pass a background check and drug screen.