



0108.SE.25U10 Instructor/Training Developer

Position Description:

ISHPI Information Technologies has a need for individuals that will be responsible for providing instruction and training development services for the Military Occupational Specialties 25U10 Signal Support Systems Specialist Course AIT, IAW established Programs of Instruction (POI), the Master Training Plan (MTP) for the 369th Signal Battalion at Ft. Gordon, Georgia.

Duties and qualifications, identifying both essential and marginal duties:

- Develop requirements to include “front–end” (preparation for class start) and “back–end” (closeout upon completion of class/classroom) duties;
- Develop requirements to follow the lesson plans, weekly training schedule and Master Training Schedule developed to support the current POI
- Performing instruction to all services of the Armed Forces to include the Navy, Air Force and Marines,
- Classroom preparation and curriculum development in support of curriculum to teach critical tasks identified by the Critical Task and Site Selection Board (CT/SSB)
- Preparation and participation in operational tests, and training material validation
- Perform curriculum development as the POI or lesson plans require modification, due to changing technology, requirements or critical tasks, the instructor/training developer will.
- Provide installation of designated software on designated automation equipment within the classroom environment after receiving prior approval of the IASO.
- Conduct appropriate daily classroom inventory and be required to troubleshoot the above listed equipment and systems above, at the training skill levels 10 and 20.
- Monitor students while in the academic area, reporting any issues and/or concerns to the COR, maintain and report student attendance at training in accordance with SIGCEN/TRADOC requirements.
- On an as needed basis obtain, coordinate, and update new equipment training data and training program impacts; resolving routine technical problems and recommending corrective actions as it relates to new equipment training, and training devices.
- As the POI or lesson plans require modification due to changing technology, requirements or critical tasks update training and lesson plans and provide curriculum development.
- Review and update classroom training materials such as student handouts, lesson plans, overhead slides, and practical exercises, as required.
- Conduct testing in subjects taught, to include grading of exams, evaluation of results, recording of exam results and the conduct of After Action Reviews with the students.
- Provide students with End of Course evaluation sheets for evaluation of classes presented.
- Provide normal (allowable) infrastructure maintenance of all classroom equipment to include daily and weekly Preventative Maintenance Checks and Services (PMCS) of systems; includes assisting and processing Returned Maintenance Actions as requested or required.
- Make recommendations concerning academic actions when warranted by classroom performance and notify government personnel when student displays inappropriate conduct.
- Attend conferences, meetings, and study groups locally.

Education, Skill, and Experience Requirements:

- Be a high school graduate
- Be a graduate of an approved Instructor Training Course such as Army Basic Instructor Course (ABIC).
- Required certifications:
 - Total Army Instructor Training Course (TAITC)
 - Support Cadre Training Course (SCTC)
- Cardiopulmonary Resuscitation (CPR) certified
- Have at least 2 years of military instructor experience
- Possess advanced presentation speaking skills
- Possess student Counseling skills
- Have a working knowledge of Microsoft products to include Word, PowerPoint, Spreadsheets, etc.
- Willing to enroll in the following courses as they become available: Support Cadre Training Course (SCTC) and Prevention of Sexual Harassment (POSH/Initial and or Refresher).
- Required Certifications:
 - CompTIA A+ Hardware and Software
 - CompTIA Network+, or CCNA
 - CompTIA Security+, or CISSP
- Knowledge and experience with the following:
 - Information Assurance Awareness
 - Security Certification
 - A+ hardware and software
 - N+ network essentials
 - Transmission Control Protocol/Internet Protocol (TCP/IP)
 - Routers, Switches, and Basic Electronics
 - Force XXI Battle Command, Brigade-and-Below (FBCB2)
 - Common Hardware-Maneuver Control System (CH-MCS)
 - Tactical Information Management System (TIMS)
 - Digital Tactical Operations Center (DTOC)
 - Single Channel Ground and Airborne Radio System (SINCGARS)
 - Tactical Satellite (TACSAT)
 - Communication Security Information (COMSEC)

Location:

- Ft. Gordon, Georgia

Security Clearance Required:

- DoD Secret

Travel Requirements:

- None