



## Position Description

### Training Specialist

#### Position Summary

STAR Autism Support Inc is an educational publishing company providing curriculum materials and training to school districts throughout the United States and internationally. The training specialist will be part of a growing team of dedicated and energetic professionals who are national and international leaders in the field of special education.

#### Responsibilities/Core Competencies and Skills

- Provide training and consultation to school districts and agencies in implementing curricula for students with Autism Spectrum Disorders and other Developmental Disabilities.
- Trains special educators, parents and agency staff on the STAR Program.
- Trains special educators, parents and agency staff on the Links Curriculum.
- Develop presentations and resources for use during workshops, in-class consultations and webinars.
- Maintain and develop client relationships.
- Complete administrative tasks as needed outside the typical workday.
- Collaborate with STAR employees and independent contractors on needs, resources and supports.
- Keep current on research-based knowledge of ASD and effective instructional strategies.
- Assist with developing and writing proposals.
- Maintain confidentiality regarding school, students, families, staff and activities.

#### Skills/Qualifications:

- Exceptional organizational, planning and time management skills.
- Effective skills in working collaboratively with regular and special education staff, parents, administrators and students.
- Ability to present to small and large groups for staff development.
- Knowledge of curriculum and instructional strategy consultation.
- Ability to use technological equipment, software and assistive devices necessary for professional effectiveness (e.g. Microsoft Office, including Excel and Powerpoint, Webinar software).
- Effective observational, consultative, and data collection skills.
- Master's Degree required
- Prefer candidate has experience using the STAR Program and/or Links Curriculum
- Minimum of three years of experience working with students with Autism Spectrum Disorders
- Valid Driver's License and evidence of insurability.
- Criminal Justice fingerprint clearance (FBI).

#### Other Requirements:

- Able to travel up to 2 weeks per month, including some travel on weekends.
- 12 month position, full-time preferred will consider part-time.

STAR Support offers a competitive salary range and a generous benefits package.