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# Example of Lead Instructor Job Description

Our innovative and growing company is looking for a lead instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lead instructor

* Contribute to curriculum improvements of course materials through continuous research, Intel gathering and training revision
* Conduct assessments of students/participants to evaluate their learning progress and the effectiveness of instruction
* Provide guidance and support to instructors by setting objectives, monitoring and appraising staff performance, coaching and providing staff development, and managing instructor schedules and projects
* Ensure facilitation and teaching standards are met and workload is balanced for each instructor
* Develop and foster a creative and collaborative team environment
* Manage and provide instructor resources for classes, ramping needs, course development
* Participate in and/or lead projects or initiatives related to the Instructor Team
* Make No Little Plans
* Providing oversight for the conduct of all initial and continuing maintenance training programs, including the Maintenance Supervisor training program
* Ensure the Maintenance Training program durations are aligned to industry best

## Qualifications for lead instructor

* Must be able to read, write and understand English, and shall speak clearly to instruct, evaluate and counsel and provide After Action Reviews to trainees in the subtle and difficult concepts of the subject matter
* Must have knowledge of and skill in the Training and Doctrine Command (TRADOC) approved Systems Approach to Training (SAT)
* Must be a Graduate of the USAJFKSWCS Emerald Nomad L3 Course and Special Forces Qualification Course or Seal Qualification Course
* Must have a minimum of four years of Special Operations experience
* Ten years of Special Operations Forces experience is preferred but not required
* A Bachelor’s Degree in related field and 15+ years’ experience in Government IC organization supporting Agency core (prime) mission