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# Example of Technical Training Manager Job Description

Our company is growing rapidly and is looking for a technical training manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for technical training manager

* Oversight responsibility of instructors to ensure that classroom curricula, facilitation, scheduling and maintenance are in compliance with contractual requirements
* Oversee ESL learning to achieve mission requirements, including achieving an American English Comprehension Level (AECL) that is commensurate with the requirements of the specific MOS requirements
* Fulfill all U.S DoD ESL program requirements, as currently provided by the Defense Language Institute, that shall ensure all designated training candidates successfully achieve the ECL and oral proficiency interview (OPI) scores required for follow-on operational and technical systems training/school house
* Coordinate class curriculum and schedules and proctor book tests and ALCPT administration
* Provide daily, weekly, and monthly reports to the Program Manager and/or Functional Manager
* Serve as the primary evaluator on instructor/teacher and support staff performance
* Manages multiple websites in support of IS&T
* Develops material for training documents for both new and continuing college programs and initiatives
* Evaluates ground and on-line success measures, such as retention, enrollment, and class optimization
* Works with IT and Ops Excellence to ensure business intelligence, dash boarding, metrics and analytics are established and leveraged

## Qualifications for technical training manager

* Proficiency at conveying technical information with an engaging presentation style to a diverse group of people
* The ability to visualize problems and articulate solutions while in front of an audience
* A strong mechanical aptitude with common sense for water treatment applications
* Experience with all aspects of the organization’s product offering
* Experience leading and managing a team of professionals
* Experience coaching and developing others to achieve maximum potential