

Job Description

Trainer - Computing Skills

Job Title:

Trainer – School of Computing Skills

Reporting to:

The Trainer for Computing Skills will be directly reporting to the Principal of Computing Skills.

Job Overview:

The Trainer for Computing Skills shall impart theoretical and practical knowledge of the courses related to Computing Skills. His/ her duties include planning lessons that target specific skills and concepts, managing workshop and classroom behaviour to keep all students engaged in the lesson and providing individual support and feedback for their students. They take care about the student's progress, health & safety and development of the skills.

Roles and Responsibilities:

1. The Trainer provides hands-on practical training combined with theory to the trainees based on the Swiss Dual System of training
2. As an IT trainer, he/she would need to have the skills to design training programs appropriate to the skills needed and deliver them accordingly
3. Prepare the learning environment and resources, including setting up of IT equipment's as per requirement
4. Carry out performance assessments to determine the skills gap between current and desirable learner's skill levels
5. Evaluate the effectiveness of training programs and learning outcomes
6. He/she should be responsible for upkeep and maintenance of IT related equipment and systems
7. He/she should directly observe the trainee's work and provide constructive timely feedback to reinforce good practice. He/she has to identify areas for improvement and enable the trainee to evaluate their own performance and progress
8. He/she trains the students according to the training plan of the School of Computing Skills and collaborate with all the staff members to achieve all instructional objectives
9. He/she is responsible to follow the rules of BSDU and take measures to maintain a clean and proper facility, workshop, equipment's, etc.
10. He/she should be aware of new technologies and keep themselves updated in this subject
11. Other activities and responsibilities as may be assigned by the Principal and Project Manager of the school

Requirements/Qualifications:

- The Trainer of Computing Skills shall hold a degree of M.Tech / B.Tech / B.Voc. in Computer Science and Engineering/IT Networking or relevant field.
- Proven work experience as an IT Trainer, Technical Trainer or similar role.
- He/ she should have experience in designing technical course material.

- He/she should possess good communication skills in English and Hindi language.
- He/she should also have the ability to explain technical terms in simple language.
- Proven organizational and time management skills.
- Ability to maintain a professional & personal appearance, attitude and work behaviour at all times.
- Ability to work well independently and as part of a team.
- Ability to work well with the students with various learning needs.
- High flexibility to support the team and take over teaching of teammates if necessary.
- Self-motivated with the ability to motivate others.