

California State University, Fresno Foundation

TRAINER – INSTRUCTION AND DEVELOPMENT

BAY AREA ACADEMY

JOB ANNOUNCEMENT #26-808

POSITION SUMMARY:	Full-time, benefited position with the Bay Area Academy through the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight to the BAA. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties. Under the direction of the Learning Systems Manager, the Trainer – Instruction and Development is responsible for providing Training, Field-Based Training and Coaching to public Child Welfare staff; and Independent Contractors (IC) working with BAA. This position will support CFT & IP CANS, Common Core 3.5, Safety Organized Practice, and other trainings, learning collaboratives, IC orientation, support, and development, and capacity-building opportunities identified by BAA's needs assessment processes. The Trainer – Instruction and Development will engage in and provide a range of educational activities including curriculum adaptation, training delivery, coaching, facilitation, transfer of learning and other related activities with a lens of race, equity and inclusion and will uphold BAA's commitment to Racial Equity in child welfare. This position will also be responsible for leading the IC development process, including recruitment, selection, onboarding, observations, and skill development of IC to deliver services throughout the Bay Area. This position will assist Academy staff with the evaluation of trainers, assess trainer effectiveness, and use the data to improve service delivery, inform curriculum improvements and improve trainer skills. The position also recruits and supports trainer development by sharing evaluation data with trainers, observing, and coaching trainers and developing training for trainers.
ESSENTIAL JOB FUNCTIONS:	• Serve as IP-CANS/CFT & Tiered Rate Structure Trainer/Coach/Technical Assistance Provider; • Prepare for and deliver an average of 8 training days and 6 hours of coaching and/or technical assistance per month; or 60 training days and 72 coaching/technical assistance hours per year; • Liaise with external partners and workgroups to enhance collaborative training efforts on emerging needs and statewide initiatives, which may include serving on statewide workgroups; • Collaborate with the Curriculum Specialist to adapt existing curricula to fit the skill and knowledge of participants, including trainer guides, participant resources and PowerPoint presentations • Collaborate with BAA staff; county staff including Child Welfare, Behavioral Health and Probation; CalAcademy staff; and IC to identify further training needs to tailor training to county, regional and statewide needs; • Maintain current knowledge of and work with BAA Program and Learning Systems Teams to ensure that curriculum addresses new and existing state initiatives including IP-CANS, CFT, FFPS, Safety Organized Practice, Common Core, Motivational Interviewing, Strength-Based Practice and Family Engagement Strategies; • Coach and support child welfare staff in their respective role as leaders, coaches and trainers and provide transfer of learning and skill activities; • Develop new IC and maintain quality of current IC through mentoring, capacity-building and evaluations; • Provide IC with up-to-date information by analyzing and evaluating educational materials; • Lead and coordinate the IC Trainer Onboarding and Development Process and serve as the point person for all related issues, including:

	○ Recruitment and selection, including identifying potential IC in partnership with Academy staff, conducting interviews, obtaining references, recommending rates, finalizing documentation, including updating the tracking spreadsheet, communicating with IC, and coordinating internally to finalize the onboarding process; ○ Collate and track all documentation in relation to prospective IC and guide them through relevant Foundation and Academy policies, procedures, and processes; and ○ Develop and implement the observation plan to build the readiness of IC to deliver services; ○ Conduct annual rate reviews; ○ Observe trainers delivering services and provide feedback; and ○ Address, document, and follow up on any IC performance issues, county complaints, challenges, and compliance to adhere to invoicing protocols set forth by BAA. ● Perform the assigned Trainer for Trainers (T4T) function training potential IC or subject matter experts to enable them to train others; ● Partner with BAA Trainer/FBT/Coach to plan, develop, and implement BAA's Trainer's Summit as a strategic tool for the organization's continuing growth and productivity; ● Provide on-site training coordination and planning on an as-needed basis; ● Attend all staff meetings and other meetings as directed by Learning Systems Manager; and ● Other duties as assigned.
POSITION REQUIREMENTS:	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> Required: ● Master's degree in social work, counseling, or other related field ● Two (2) years experience in training child welfare services staff ● Two (2) years experience in coaching and/or technical assistance provision ● Five (5) years experience working in child welfare services or related field including behavioral health, probation or juvenile justice ● Demonstrated knowledge and application of current best practices in child welfare ● Experience developing and writing child welfare training curricula ● Experience developing and delivering training ● Demonstrated understanding of "Transfer of Learning" research and strategies ● Demonstrated understanding of facilitative and activity-based training methods ● Demonstrated understanding of race, equity and inclusion ● Excellent interpersonal, written and oral communication skills ● Demonstrated experience in working collaboratively with other child welfare professionals ● Demonstrated understanding of the elements of supervision and coaching to skill and professional development ● Demonstrated organizational and multi-tasking skills ● Proficiency with computer skills including word processing and PowerPoint ● Proficiency with various methods (e.g., online, library research, etc.) for obtaining information on advances in child welfare theory, practice, and research ● Familiarity with training and curriculum evaluation methods ● Ability to apply independent judgment, discretion, and initiative to address problems and develop solutions ● Ability to communicate in a respectful and professional manner with all Academy and County staff ● Ability to work independently with minimal supervision ● Ability to receive feedback and incorporate into practice and behavior change ● Ability to develop and follow through on an agreed upon work plan ● Ability to maintain confidentiality as appropriate when dealing with staff training issues

	- Must possess a valid driver's license, reliable vehicle, and valid insurance as the ability to travel within California - primarily Bay Area Region, and Sacramento is required Preferred: - Formal coaching training or certification preferred
COMPENSATION:	\$7,750 - \$7,916 per month (\$93,000 - \$95,000 annually). Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins July 30, 2026 ; open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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