

California State University, Fresno Foundation

TRAINING AND CURRICULUM SUPPORT SPECIALIST

CENTRAL CALIFORNIA TRAINING ACADEMY

JOB ANNOUNCEMENT #25-728

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Academy through the California State University, Fresno Foundation. The Central California Training Academy (CCTA) is a program of the California State University, Fresno Foundation, under the auspices of the College of Health and Human Services, through the Department of Social Work Education, and provides classroom training, eLearning training, coaching and organizational support to Child Welfare staff and other IVE eligible agencies in 12 Central California Counties.</p> <p>The Training and Curriculum Support Specialist is assigned to the Trainer and Curriculum Development Specialist, and has responsibility for timely and accurately tracking, proofing and editing, and remediating and uploading Child Welfare curriculum on the statewide California Child Welfare Training (CACWT) System. This position is responsible for Child Welfare curricula review in conjunction with training partners, while facilitating communication with CCTA staff and trainers. The Support Specialist provides and maintains the curriculum for the Central California Training Academy.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Ability to write, revise and edit curricula to reflect Child Welfare best practices, California law, and current mandates. • Conduct research and stay informed on past, current and pending legislation relevant to training curricula and program operations. Maintain awareness of emerging policy changes to inform training development and delivery. • Participate in meetings with trainers and regional coordinators, and review associated training materials to ensure content aligns with legislative and policy updates and meets programmatic needs. • Follow remediation guidelines and upload materials to the CACWT system. • Participate on assigned workgroups and provide input on best practice and how changes in process and procedures can impact training and current curricula. • Provide trainers with up-to-date information by analyzing and evaluating educational materials. • Support the development of new trainers and maintain the quality of current trainers through mentoring, coaching and evaluations. • Understand the learning objectives and elements of coaching, supervision to skill and professional development and apply knowledge as it pertains to reviewing, editing, and proofing the content of training curriculum and communicating the details to CCTA staff and trainers. • Understand the principles and learning objective of the Core Practice Model, leadership, and implementation science and apply knowledge as it pertains to reviewing, editing, and proofing the content of training curriculum and communicating the details to CCTA staff and trainers. • May be required to perform additional duties in response to operational needs or emerging priorities. • Provides support for additional responsibilities as needed to fulfill the mission and vision of CCTA.
POSITION REQUIREMENTS:	<p><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></p> <ul style="list-style-type: none"> • BSW or closely related Bachelor's degree or equivalent; or four (4) to six (6) years related experience.

	<ul style="list-style-type: none"> • Four (4) years of progressive professional experience working in public child welfare services and demonstrated knowledge of current child welfare practice • Ability to write, revise and edit curricula to reflect Child Welfare best practices, California law and current mandates. • Knowledge and/or experience developing and delivering Child Welfare training. • Demonstrated organizational and multi-tasking skills needed to meet deadlines. • Proficiency in computer skills including word processing, PowerPoint, spreadsheets, and databases that may include Microsoft Office, Google Office, Adobe, etc. • Demonstrated professional writing and speaking skills • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel is required within the Central California region and throughout the state.
COMPENSATION:	\$4,680.00 - \$5,250.00 per month. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins August 1, 2025 ; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

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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