

Company: Creative Learning Systems, LLC
Title: Educational Training Specialist
Reports to: Professional Development Manager
Location: Remote or Longmont, Colorado

The Company:

Creative Learning Systems (“CLS”) develops and installs engaging STEM and digital media programs for elementary, middle, and high schools, which CLS has branded as *SmartLabs*. These programs align well with the market’s current desire for more student-centered, personalized learning. **To apply for this position, [please fill out the application form.](#)**

[Click here to watch a SmartLab in action](#)

Since first creating a technology lab in a U.S. school in 1987, CLS has pioneered STEM and digital media arts programs and a related web-based curriculum in K-12 education. Together with partner schools across the country, CLS has put technology in the hands of students and engaged them with personalized, project-based learning. While the technologies behind CLS’s learning solutions are ever evolving, the guiding principles remain constant:

Engagement

Why: Engaged students are more focused in class, have fewer disciplinary issues, build stronger critical-thinking skills, and authentically connect to their learning.

How: We engage students in hands-on, project-based learning experiences that support and reinforce academic content—specifically STEM topics.

Empowerment

Why: Empowered learners become empowered adults who are equipped with the next-gen skills required for post-secondary success.

How: We empower students to own their learning and approach challenges with creativity. This helps them develop the confidence needed to thrive in a rapidly evolving world.

Experiential

Why: When learners use age-appropriate, pre- and professional tools in real-world settings, they're more prepared for college and career.

How: Through experiential learning, students connect real-world problem-solving to core academic content, which helps them make more informed decisions in the future.

Personalized

Why: When learners have voice and choice to determine which projects they want to pursue, they are more intrinsically motivated.

How: With open-ended engagements, educators and facilitators collaborate on projects that support their students’ achievement, while ensuring learners can pursue projects they’re passionate about.

Collaborative

Why: Collaborative learning helps students develop higher-level thinking, verbal communication, self-management, and leadership skills, which prepares them for post-secondary success.

How: We purposely build collaboration into our learning spaces. Through collaborative work, learners use critical thinking to make meaning of facts, develop communication skills as they present their learning, and creatively solve problems.

Creative Learning Systems is a rapidly growing company that was recapitalized by Brass Ring Capital (“BRC”) in February 2017. During BRC’s ownership, CLS has invested heavily in both operations, and infrastructure, and is ready to rapidly scale under the leadership of recently appointed CEO, Ashley Mathis.

BRC is a private investment firm focused exclusively on ownership transitions and opportunities to profitably grow companies to the next level. Its collaborative approach targets acquisitions and recapitalizations that provide owner-managers with the necessary resources to achieve their potential.

The Position:

The Educational Training Specialist is a full-time, salaried position that is a member of the Product and Academic Services Group and reports to the Professional Development Manager. Creative Learning Systems (CLS) is committed to providing our schools with up-to-date training materials using the best practices in e-learning development and virtual/remote training. The Educational Training Specialist directly supports our mission by providing virtual and in-person training to schools around the country, and by creating documents and resources that outline our product to new and existing teachers. The Educational Training Specialist will be responsible for providing training and support to contract trainers, writing, editing, developing, and updating our training pathways including virtualizing on-site training to occur remotely. The Educational Training Specialist will also be responsible for designing and maintaining our online community of facilitators and ensuring that resources are created and curated to meet their needs.

Duties

- Conduct on-site and remote training for new and existing SmartLab Facilitators.
- Lead our New Facilitator Instructional Coaching program.
- Travel required 25 - 50%. (seasonally, heaviest in summer).
- Review, edit, and maintain existing training materials to ensure that they are current and accurate.
- Develop and lead ongoing Professional Development webinars to our school partners.
- Develop and manage the SmartLab Facilitator Community by preparing social media posts, newsletters, and blogs.
- Support the development of additional professional development offerings in consultation with Sales, Operations, and current contract trainers.
- Support Academic Team in curriculum development and review.
-

Qualifications

- Bachelor's Degree or equivalent experience
- Experience in K-12 teaching with emphasis in project-based learning
- Experience designing and developing K-12 curriculum
- 2-4 years of experience in professional development and coaching
- Proven experience working with in-service educators to deliver synchronous and asynchronous professional development
- Excellent communications skills
- Ability to work independently and to manage multiple tasks and deadlines

Desired Personal Characteristics

- Trustworthy; personal and professional integrity in all that they do
- Ability to buy into the mission of CLS to help learners throughout the United States
- Viewed as a team player and partner to the business, with open door availability to its people
- Intelligent and driven to succeed with a high energy level
- Understanding of education curriculum and pedagogies
- Demonstrates confidence and credibility
- A bias for action and speed, demonstrating agility and aptitude to the team
- A competitive spirit and sense of entrepreneurship
- A natural command of the details and ability to provide accurate information to leadership
- Willingness and courage to speak-up with candor
- Develops strong relationships with customers