

# TRAINING SOLUTIONS INTERNATIONAL

POSITION DESCRIPTION				
POSITION NAME		POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO
<b>Staff/Associate Instructor (Enterprise)</b>		<b>I-3</b>	<b>1D1SAIE-3</b>	<b>Everyone</b>
DETAILS				
HAZARDOUS ROLE STATUS	DEPLOYABLE ROLE	POSITION ASSIGNMENT	POSITION LOCATION	SERVICE POINTS REQUIRED
<b>No</b>	<b>No</b>	<b>Training</b>	<b>Junction City, OR</b>	<b>0</b>
TYPE OF POSTING	OPEN DATE RANGE	POSITION TYPE	POSITION RANK	RANK SYSTEM DESIGNATOR
<b>Internal &amp; External</b>	<b>Open Until Closed</b>	<b>Instructor</b>	<b>Instructor</b>	<b>N/A</b>
POSITION DESCRIPTION				
<ul style="list-style-type: none"> <li>TSI Instructors are the backbone of the company and provide the bulk of training services to a wide range of clients. Many are cross-trained to teach multiple disciplines. Each Instructor must have at least 2 years of experience in whatever discipline they wish to teach. Enterprise Instructors are a special type of instructor meant to encourage development of new curriculum and train new instructors in new and existing curriculum. Enterprise Instructors provide their time and talent, and have flexible working schedules because they get to choose how much (or how little) they want to work. Because of this flexibility, Enterprise Instructors must be self-starters, self-motivated, and proactive. TSI provides all the administrative support (including insurance, accounting, web hosting, and payroll services), class logistics/location, scheduling, and promotion for the courses. In return, an Enterprise Instructor earns a set percentage of total class earnings (after any expenses) rather than an hourly rate. Enterprise Instructors have the ability to develop and offer new courses, and/or become checked off to teach existing TSI curriculum. Any new curriculum must adhere to the TSI guidelines for curriculum development / content, and instructors learning to teach existing TSI curriculum must follow all related requirements for teaching it.</li> </ul>				
What TSI Provides		What Enterprise Instructor Provides		
<ul style="list-style-type: none"> <li>All admin support (Including insurance, accounting, web hosting, payroll services)</li> <li>Class location(s) / logistics</li> <li>Scheduling</li> <li>Course promotion</li> <li>An established company</li> <li>Professional standards</li> <li>Branding</li> </ul>		<ul style="list-style-type: none"> <li>Their time</li> <li>Their talent</li> <li>\$200.00 for initial uniform cost</li> </ul>		

TYPE OF ASSIGNMENT
<ul style="list-style-type: none"> <li>This is a <b>Primary Job Assignment</b>. Personnel assigned to this position carry out the related duties as their main role within Training Solutions International.</li> </ul>
DESCRIPTION OF DUTIES
<ul style="list-style-type: none"> <li>Write, develop, implement, and oversee training, classes, and courses.</li> <li>Assist other instructors with courses requiring multiple instructors.</li> <li>Work with leaders and other instructors to develop new / update existing training and curriculum.</li> <li>Identify training gaps, and develop / update training to help fill them.</li> <li>Help conduct training courses for Central Aid Agency personnel, as assigned.</li> <li>Participate in regular ongoing training, continuing education, and work activities.</li> <li>Other related duties as assigned.</li> </ul>
PHYSICAL ABILITY REQUIREMENT
Type 0D - General <ul style="list-style-type: none"> <li>No specific requirement, but personnel must be able to carry out their assigned duties effectively.</li> <li>Applicants must have sufficient physical ability necessary to teach the courses they are authorized to teach.</li> </ul>
HOURS / ACTIVENESS REQUIREMENTS
<ul style="list-style-type: none"> <li>This position does not have a preset work schedule or set hours.</li> <li>Work schedule and hours is dependent on instructor interest and availability, market demand, classroom availability, and other factors.</li> <li>Enterprise Instructors are expected to work with the Site Manager or Training Coordinator to develop an agreeable work schedule.</li> <li>Enterprise Instructors are expected to be self-starters, self-motivated, and proactive in seeking scheduling and engagement with the company.</li> </ul>
PAYSCALE
<ul style="list-style-type: none"> <li>Enterprise Instructors are paid a percentage of total class earnings after expenses, but may be paid an hourly rate for special assignments.</li> <li>New Instructors with only minimum experience will start out at 35%.</li> <li>Experienced Instructors will start out between 35% and 40%, but may be able to earn up to 50% per class depending on their specific experience level.</li> <li>Exact pay percentage is based on instructor experience, level of certification, demand for the class, class type and frequency, and number/type of certifications held by the instructor. <b><u>Instructors are not paid until fully signed off to teach.</u></b></li> <li>Instructors have the option to cancel classes with low attendance (unprofitable).</li> </ul>
BENEFITS
<ul style="list-style-type: none"> <li>30% off employee discount on many TSI products.</li> </ul>

## HYGIENE AND APPEARANCE REQUIREMENTS

### Type 2.5

- Male hair may not be longer than 2.5 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
- Facial hair is not specifically restricted, but must be professional in appearance. Beards if worn must be practical, trimmed, and well groomed.
- Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
- Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
- Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
- Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
- Personnel must keep good personal hygiene.

### UNIFORM

- TSI instructors will wear an approved TSI Instructor Uniform at all times while on duty or representing the company.

### EQUIPMENT

- **Enterprise Instructors are required to purchase their initial complete uniform.**
- **The initial complete Instructor Uniform costs \$200.00 and must be purchased before an instructor can begin working.**
- Equipment personally purchased by personnel is their property and they may keep it upon leaving the company. Equipment still in new or good condition may be sold back to the company at a fair market value.
- Personal training equipment must receive Manager approval before being used for official company purposes, and must adhere to all related regulations.
- Any equipment issued to personnel must be returned upon leaving the company.

## CODE OF CONDUCT

All TSI personnel are expected to follow a Code of Conduct while engaged with the company:

**1. Honor Life** - Respect the sanctity of life in all its forms.

**2. Be of Sound Mind, Body, and Good Conscience** - Know right from wrong and avoid bad behavior; especially behavior that is racist, prejudiced, dishonest, unethical, or that brings discredit to yourself or the company.

**3. Be Polite** – Avoid swearing, cussing, and using vulgar language on duty.

**4. Be Honorable** – Practice the Golden Rule (Treat others as you wish to be treated) and strive to do the right thing; act as peacemakers and avoid being inflammatory. Make decisions with wisdom and critical thinking. Avoid making decisions rashly based on emotion or ideology. Always seek and represent truth, and strive to be beyond reproach.

**5. Be Compassionate** – Act with compassion, kindness, friendliness, empathy, mercy, and care toward others; especially those you might disagree with. It is very important to make an effort to see good in others. But also do not to encourage or endorse bad behavior.

**6. Be Professional** – Present yourself in a way that conveys professionalism, honor, and integrity; on and off duty. Including not engaging in political activity or wearing political emblems on duty, in uniform, or when representing the company. Official impartiality and neutrality is important to our mission.

**7. Be Responsible** – Including not consuming or purchasing alcohol: 1) While on duty or in uniform, except at an officially authorized formal occasion. 2) While underage. 3) To the point of being intoxicated or impaired while on duty or representing the company.

**8. Be Healthy** – Including not smoking, vaping, using tobacco, marijuana, drugs, or any substances that are psychoactive or impair judgment, or their byproducts while on duty, or on any TSI properties, facilities, locations, or vehicles. No TSI personnel may show up for duty intoxicated, impaired, or under the influence of any mind or judgment-altering drug or substance; especially those personnel performing instructor-type roles or those working around firearms or other dangerous devices. Not get or have tattoos, piercings, or other body modifications beyond what is allowed by policy. Maintain physical ability and fitness to carry out assigned duties.

**9. Be Dutiful** – Abide by the rules, policies, and regulations of Training Solutions International while in its service. Respect and follow the rules and laws of the states and nations where you are assigned, as required by policy.

**10. Recognize Faith** – Recognize that the Training Solutions International is a faith-based company, serving Christ and doing the right thing is very important to us. Even if you do not share in the faith yourself, it is important to understand the foundational role that faith plays in the company.

**However, you do not have to be a believer to participate, all are welcome.**

**11. Be Wise** – Strive for knowledge and use good judgment. Consider other perspectives, beliefs, interpretations and biases; and approach issues objectively based on logic and fact. Seek to understand the motivations behind, and basis of, beliefs and actions; both of others and yourself. Be willing to accept when you are wrong, and treat mistakes as opportunities for learning and growth.

**12. Be Selfless** – Be willing to put the needs of others before yourself and don't be motivated by thought of reward. Realize you may have to sacrifice your own comfort to help others. Have the mindset of service to the greater good over service to self, but also practice good boundaries.

DESCRIPTION OF SELECTION PROCESS
<ul style="list-style-type: none"> <li>• Application Submission.</li> <li>• Interview by TSI staff (may be waived with direct Manager recommendation).</li> <li>• Approval by Site Manager and official start of employment.</li> <li>• New employee orientation and signing tax documents.</li> <li>• Begin probationary training and formal on-boarding.</li> <li>• Complete any necessary training processes to achieve solo instructor status.</li> <li>• Personnel will be on probation for up to one (1) year after initial hiring.</li> </ul>
ELIGIBILITY
<ul style="list-style-type: none"> <li>• This position is open to all interested parties.</li> <li>• Current instructor certifications in disciplines relevant to TSI will add points in selection.</li> <li>• Prior experience in Law Enforcement, Military, Fire, EMS, or other emergency services honored and encouraged.</li> <li>• Preference will be given to qualified C.A.A. Rated personnel and volunteers, when applicable.</li> </ul> <p>Central Aid Agency Personnel:</p> <ul style="list-style-type: none"> <li>• Must be given assignment by Training Cadre or a member of command to receive Instructor certification or for transfer to TSI.</li> <li>• Requires command authorization to apply without assignment.</li> <li>• Being C.A.A. personnel will add points and preference in selection.</li> </ul> <p>EDUCATION/WORK EXPERIENCE:</p> <ul style="list-style-type: none"> <li>• TSI Instructors must have a minimum of 2 years of related experience in any field or discipline they wish to teach.</li> <li>• Applicants will need to submit a complete resume along with their application.</li> </ul> <p>CERTIFICATIONS:</p> <ul style="list-style-type: none"> <li>• Must have a valid driver's license.</li> <li>• Any required certifications will be provided, arranged, or coordinated by TSI.</li> <li>• Prior certifications relevant to TSI will add points in selection.</li> </ul>

#### ABILITY/BACKGROUND:

- Must be legal for person to possess, handle, and be in proximity to firearms and ammunition.
- Must have a valid and current driver's license.
- Must understand that TSI may perform periodic drug and background checks as part of employment.
- Must understand that consuming any intoxicating substances, or impairing substances including certain medications, is prohibited 24 hours prior to shift.
- Must meet, and will abide by, the Hygiene and Appearance requirements.
- Must understand that TSI Instructors must have and demonstrate a minimum of two years of experience in each field or discipline they wish to teach.
- Must understand that TSI does not permit marijuana use by any of its employees due to safety issues and legal requirements.
- Must understand that TSI strongly discourages tobacco use of any kind, and that all TSI properties, facilities, locations, and vehicles are tobacco and smoke-free.
- Must be comfortable wearing a uniform, and must wear the TSI uniform correctly and professionally at all time when on duty or representing the company.
- Must be comfortable leading others and managing a class.
- Must be a competent, organized, responsible, and reliable.
- Must be a self-starter, self-motivated, self-disciplined, and proactive.
- Must be safety oriented and watch out for the wellbeing of others.
- Must hold self and others to high standards, and be an effective communicator.
- Must have enough knowledge, experience, and skill to conduct, create, and demonstrate training.
- Must be comfortable facing and overcoming difficult challenges as needed.
- Must have a high attention to detail and be generally detail-oriented.
- Must be comfortable operating during stressful situations as needed.
- Must be comfortable operating outside usual comfort zones as needed.
- Must be comfortable working in a team setting.
- Must be professional and neutral; politics do not belong in the classroom.
- Must be customer service oriented, and student success focused.
- Must be friendly, passionate, engaging, and knowledgeable.