

**Mid-Atlantic
Rotary Leadership Institute
FACULTY & CURRICULUM COORDINATOR
(Faculty Trainer)**



DESCRIPTION/DUTIES

Positional

- Appointed by the RLI Board
- Voting member of the RLI Board
- Serves one-to-three-year terms, subject to reappointment by the RLI Board
- Works closely with DACdb support/RLI registrar in developing guidance for faculty

General Description

- Establishes committee for curriculum review and development
- Periodically reviews all materials and coordinates any needed updates
- Maintains store of manuals for in-person training if needed
- Manages document files for virtual training
- Coordinates and schedules all faculty training and faculty trainers – both in-person and virtual
- Adds new faculty as appropriate and supplies new faculty with name badges in a timely fashion in collaboration with Treasurer and Registrar
- Works with Regional Coordinators to secure additional faculty when necessary
- Records faculty attendance at Annual Meeting and training events for certification purposes
- Receives faculty evaluations and integrates appropriate information into the faculty database
- Verifies all selected faculty are certified and maintains faculty recertification database
- Maintains faculty database and enters faculty status into individual records into DACdb database