

## Job Description

Position:	Simulation Team Leader – SIM MT
Classification:	Full Time
Reports to:	Operations Director – SIM MT
Locations:	Bozeman, Kalispell, Missoula, Havre, Glasgow

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### *Duties & Responsibilities:*

Under supervision of the Operations Director, Simulation Team Leader is generally responsible to the program leadership for the day to day operation of the MobileSim vehicle, individual simulation events/sessions, and the assigned simulation specialists. The general duties and responsibilities of the Simulation Team Leader include:

### **Administrative Duties**

- Immediate supervision and direction of the simulation specialists to include simulation staff scheduling and coordination, administering probation and annual formal evaluations, and maintaining program policies and standards in accordance with the SIM MT policies and procedures.
- Regularly evaluate simulation specialists in vehicle operations, simulation system operations, and teaching performance and provide constructive feedback to improve the simulation specialist's knowledge and performance.
- Develop and maintain relationships with regional clients and serve as primary point of contact for regional client's simulation program communications.
- Meet with clients to develop client needs assessment and individual simulation event objectives
- Implement regional program marketing campaigns and conduct individual regional marketing events as directed
- Participate in professional and educational activities to maintain professional competencies and current knowledge base.
- Other duties as assigned

### **Support Duties**

- Oversee and perform vehicle, systems, and equipment set-up, breakdown, and storage.
- Oversee and perform routine vehicle maintenance activities
- Oversee and perform maintenance and cleaning of manikin, systems, and hardware.
- Trouble shoot and report system and manikin malfunctions, damage, and errors.
- Participate in simulation program and curriculum development activities



- Obtain Class B CDL and function as the primary sim truck driver
- Other support duties as assigned

### **Education Duties**

- Schedule, attend, and conduct simulation events/sessions to meet client objectives
- Supports learners to maintain a safe learning environment.
- Provide student, client, and system verbal and formal debriefing/feedback as required by program policies
- Provide and implement solutions to enhance the delivery of simulation-based education through technological developments and creation of artifacts, such as moulage.
- Assist with the piloting and delivery of simulation-based training and other educational activities undertaken during the simulation project, commissioning, and operational phases.
- Other education duties as assigned.