



Reposted February 11, 2026

POSITION OPENING: Training and Development Specialist

IN THIS ROLE:

Are you passionate about creating engaging learning experiences that build talent and drive performance?

Oakland Schools is seeking a dynamic Training and Development Specialist to lead professional development, employee onboarding, and organization-wide learning initiatives. In this role, you'll design and deliver high-quality training aligned with strategic priorities, support compliance efforts, and help strengthen the employee experience across our educational community.

This is a unique opportunity for a results-oriented learning professional to make a lasting impact on how we grow, onboard, and support our workforce.

WHAT WE NEED:

Training Strategy & Design

- Assess training needs across the organization and recommend targeted learning interventions.
- Develop a coordinated training calendar and communication plan.
- Design in-person and online instructional modules tailored to job-specific, leadership, and compliance needs.
- Define program branding, quality standards, and continuous improvement processes.

Program Delivery & Evaluation

- Facilitate professional development sessions using effective adult learning strategies.
- Establish training evaluation methods and implement cycles for review and enhancement.
- Monitor program outcomes and use data to refine learning experiences.

Onboarding & Compliance

- Lead the development and delivery of employee onboarding programs.
- Oversee training compliance for all staff.
- Assist with required state reporting for professional learning initiatives.

Learning Systems & Resources

- Manage online learning tools and create self-guided training resources.
- Maintain learning records and contribute to digital curriculum organization.
- Support cross-departmental training coordination and project need.
- Develop organization-wide training calendar.
- Assume responsibility for course development, implementation and evaluation, this includes both virtual and in person training.
- Define learning data management/curriculum management for training and development programs.

- Monitor, evaluate and record organizational training activities and program effectiveness.
- Develop online instructional modules as needed. Develop online resources for employee self-guided training.
- Oversee SafeSchools training requirements for employees.
- Develop and provide employee onboarding programs. Implement and monitor for continuous improvement.
- Perform other duties as assigned.

WHAT YOU NEED:

- Bachelor's Degree in Human Resources Management, Training and Development or related field.
- At least four (4) years of experience designing and delivering **effective** training in a large or complex organization.
- Experience using content creation tools such as Canva, Camtasia, Adobe, or similar preferred.
- Proven ability to assess learning needs and design, implement, and facilitate adult learning strategies.

WORK LOCATION:

Oakland Schools – Main Campus, 2111 Pontiac Lake Rd Waterford, MI 48328

SALARY DETAILS:

\$30.00 - \$34.80 hourly based on relevant prior work experience, with the potential to earn up to \$37.47 after employment with Oakland Schools. Non - Exempt position/ 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits.



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service

Professional Learning

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

Training and Development Specialist

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **February 25, 2026**.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or

enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.