

JOB TITLE
SPECIALIST TRAINING AND
STAFF DEVELOPMENT

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR ADMINISTRATOR
RECRUITMENT AND
DEVELOPMENT

SALARY SCHEDULE & GRADE
I I/IV, GRADE 9

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 10, 2007

SCOPE OF RESPONSIBILITIES

Assumes responsibility for specialized training and staff development for non-supervisory and supervisory support staff personnel.

PERFORMANCE RESPONSIBILITIES

1. Analyze and determine specialized training and staff development needs.
2. Design specialized training and staff development activities.
3. Develop specialized training materials and support system requirements including course content, visual charts, video tapes, etc.
4. Direct the implementation of training and staff development activities.
5. Conduct formative evaluation of training and staff development effectiveness which includes on-site visits.
6. Conduct specialized training for district support staff.
7. Provide specialized assistance in training and staff development to other divisions as requested.
8. Prepare reports and publications and make presentations as required.
9. Assist with division personnel management functions as assigned by the Executive Director Human Resources.
10. Perform other duties as assigned by the Director Administrator Recruitment and Development.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull medium weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree or higher with area or major in area of assignment
2. Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Successful experience in area of research methods and strategies

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