

# Training Coordinator

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<b>POSITION:</b>	Training Coordinator (Leadership Grant)
<b>FLSA:</b>	Exempt (Administrative)
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Project Director
<b>EMPLOYMENT TERM:</b>	261 days, Continuance of position based on grant funding
<b>SALARY:</b>	Leadership Grant Fund Specific
<b>JOB DESCRIPTION:</b>	Performs responsible and complex administrative work in planning, developing, coordinating and implementing training programs and services; develops and evaluates training methodology and curriculum content. Performs related duties as assigned.

## **DUTIES AND RESPONSIBILITIES (Essential Job Functions)**

1. Assists in the development and coordination of project training schedules, logistics of training operations.
2. Coordinates instructor scheduling, facility availability, development and delivery of professional development training.
3. Instructs/teaches/facilitates training programs.
4. Identifies, develops and monitors the use of subject matter experts who provide curricular and instructional content of training courses.
5. Assists with the development, implementation or evaluation of new and existing training programs.
6. Communicates with diverse audiences (e.g., employees, agencies, the public, etc.) to provide information and clarification regarding training programs, actions, policies and procedures.
7. Reviews outside provider training programs to ensure the highest standards are maintained, content remains current and instruction is proficient; participates in the development and updating of policies, procedures, administrative rules, goals and objectives.
8. Assists in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); assists with the preparation of reports.
9. Assists with the review and selection of training materials and acquires copyright clearances in order to obtain the highest quality source materials to ensure compliance with federal copyright laws.
10. Assists with the delivery of traditional training materials to alternate learning formats (e.g., computer assisted instruction (CAI), Webcast delivery, video streaming, Internet, etc.).

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## **KNOWLEDGE SKILLS AND ABILITIES**

Knowledge of:

- program or project management techniques;
- budget preparation and fiscal management required to develop and administer a budget;
- learning theory or principles as applied to adult training;
- training or instructional strategies and methodologies;
- the principles of group dynamics and human behavior;
- trends in executive development and management training;
- problem-solving techniques;
- report-writing techniques to produce analytical reports or written materials having high organizational impact in appropriate format;
- the principles of supervision;
- strategic and organizational planning techniques;
- copyright restrictions in regard to the development and delivery of training programs; and
- the functions, features and potential applications of electronic systems for the delivery of training programs.

Ability to:

- Work effectively in a team and across multiple environments; collaboration and relationship building with key stakeholders in all environments;
- Demonstrate ethical leadership style including honesty, integrity, confidence, credibility, approachability, and a strong commitment to inclusiveness, collaboration and teamwork across all levels in the organization;
- Communicate effectively orally and in writing; speak about and explain complex issues clearly; proven effectiveness as a public speaker and consensus builder among a wide variety of audiences; and
- Operate a computer, enter data, maintain records and generate reports.

## **WORKING CONDITIONS:**

Inside/outside office environment; all types of weather, snow, rain, wind, heat and cold

## **PHYSICAL REQUIREMENTS:**

Walking, standing, squatting, lifting, carrying, pushing, pulling, climbing, reaching, hearing and speaking to exchange information; seeing to monitor various activities; read documents, kneeling, bending at the waist, sitting and standing for extending periods of time; reaching overhead, above shoulders, and horizontally; lifting semi-heavy objects of twenty five pounds. Requires manual dexterity, repetitive

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motions, hand/eye coordination, strength and endurance; driving a vehicle to conduct business; moderate travel requirements

**TRAINING EDUCATION OR EXPERIENCE:**

Requires a Bachelor's degree from an accredited college or university with a major in education, or related field and three (3) years professional supervisory or management experience in directing, developing, evaluating and teaching curricula and academic programs.

A Master's degree in school administration, education, or related field may substitute for one (1) year of the required experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license; personal automobile