

## **TRAINING SPECIALIST**

### **Purpose Statement**

The job of Training Specialist was established for the purpose/s of planning, organizing, and coordinating a wide variety of training activities; conducting orientation sessions; and arranging on-the-job training for new employees within established guidelines and district standards.

This job reports to Administrator-Organizational Development and/or Director of Organizational Development

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### **Essential Functions**

- Collaborates with a variety of internal and external stakeholders (e.g. district and building administrators, supervisors, a variety of committees, training consultant organizations, etc.) for the purpose of serving as a liaison and resource in identifying employee training needs within the district.
- Conducts a variety of employee trainings (e.g. new employee orientations, CPR classes, employee health/safety compliance trainings, etc.) for the purpose of facilitating post-employment education of employees to meet department and district objectives and outcomes.
- Develops individual trainings for employees, as requested, (e.g. variety of resources, including job descriptions, etc.) for the purpose of supporting supervisor-directed employee growth plans in compliance with department and/or district outcomes.
- Evaluates training materials (e.g. training data, instruction outlines, text and handouts, evaluation of training effectiveness, etc.) for the purpose of implementing training activities that address identified training needs in accordance with district objectives and guidelines.
- Facilitates a variety of meetings and activities (e.g. school-site meetings, trainings, team-building activities, updates on HR processes and legal requirements, etc.) for the purpose of presenting and disseminating necessary information for making decisions, increasing the efficiency and effectiveness of HR communication to the district, and enhancing excellent customer service.
- Maintains a variety of manual and electronic files and/or records (e.g. training procedure manuals, guides, course materials, handouts/visuals, training records, required reports, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors training costs for the purpose of ensuring services are provided in compliance with department and district budget objectives and guidelines.
- Plans and organizes employee trainings and materials (e.g. required certification trainings, professional development in health/safety compliance, education, business, and technical areas; including training manuals, guides, handouts, visuals, etc.) for the purpose of implementing training activities that address identified training needs in the district.
- Prepares a variety of written materials (e.g. reports, memos, letters, thank-you notes, refunds, name tags, sign-in sheets, class lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g. refunds, receipts, purchase orders, credit card charges, registration forms, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, including using pertinent software applications and presentation technology equipment; performing standard bookkeeping; preparing and maintaining accurate records; planning and organizing projects; and adult classroom management.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software; principles of adult learning and organizational theory; growing employees; and compliance trainings in areas of health/safety.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: facilitating internal groups in a classroom setting; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; organizing tasks; researching information; working with frequent interruptions; and a positive and proactive personality.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 45% sitting, 10% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

Maintain certifications as required

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

09/08/2010

**Salary Grade**

Exempt 62X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_