

Class Concept

Work in this class involves the coordination, planning and implementation of courses of instruction at a training site for the agency's staff development and training program. Positions in this class may function as site supervisor with responsibilities for coordinating all activities of instructors and adjunct trainers, coordinating logistical and administrative aspects of the multi-course program of instruction, and participation as instructor or evaluator. Work includes developing training objectives to be used by instructors in preparing outlines identifying and analyzing needs and goals in training in the fields to which assigned; determining tasks required for evaluating progress of personnel to be trained in the programs; researching information and preparing instructional materials; constructing testing materials; presenting special training sessions upon request; and planning and developing annual course schedules. Work is performed independently, with general direction from a higher level training coordinator or other administrative personnel. Positions plan, document and implement training plans, guidelines and procedures. Position also provides status reports and assessments. Position assists the Corrections Training Coordinator II and/or management. Must be familiar with and ensure that training is conducted in accordance with State and Federal training standards. Coordinates all activities of trainers, evaluate efficiency of training programs and recommend changes and provide feedback to Corrections Training Coordinator II and/or management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to coordinate logistics in implementing training programs.
- Considerable knowledge of institutional policies and must be able to stay abreast of trends and emerging technology.
- Ability to conduct audits, evaluations, investigations, and research and glean quality information pertinent to assigned to implied tasks.
- Skilled in Statistics, Analytical Math (Basic), Quantitative Analysis, and Test and Measurements.
- Skills in research analysis and reporting writing.
- Skills in instructional methods and techniques.
- Knowledge of training programs models, concepts and processes.
- Thorough knowledge of instructional process and curriculum design used by instructors in the General Instructor Certificate.

Minimum Education and Experience

Bachelor's degree and four years of experience directly related to instruction and training, including one year in an administrative or coordinative capacity; or an equivalent combination of education and experience to demonstrate the required skills and knowledge.