

Class Concept

Work in this class involves basic curriculum planning processes and for managing the design, development, assessment, and evaluation of training within the NCDPS Division of Adult Correction and Juvenile Justice in accordance with standards established by law, administrative code, policy, accepted procedure, and approved training methodologies: (1) established curriculum design processes; (2) manages the design and development of training; (3) monitors the delivery of training through on-site observation and study of documents and evaluation; (4) assesses the quality of training against established standards; (5) collects, synthesizes, and analyzes data regarding training delivery and compliance with NCDPS policy and NCCJ standards to CJ Standards Commission; (6) renders formal advisory consultation to trainers regarding standards compliance and expectations. Work in this class involves planning, development, preparation, instruction and evaluation of courses of instruction for statewide delivery. This position is responsible for researching best practices, writing and developing course plans and objectives, outlining lesson plans, and writing evaluation reports. This position functions independently as training manager and instructor. On-going research, design, development, implementation and evaluation will be a responsibility of this position as it relates to Departmental training needs. Responsible for monitoring, assessing, recording, and reporting the quality of training programs for the Department of Public Safety, Division of Adult Correction and Juvenile Justice against standards established by law, administrative code, policies, accepted procedures and approved training methodologies that involves frequent inspection of instructional delivery and preparation of comprehensive reports for executive review and performance management and improvement 2) ensure consistency of training delivery and compliance with NCDPS policies and NCCJ standards: and 3) offer advisory consultations to trainers regarding standards compliance and expectations.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to create and design training materials, synthesize information, compile data into meaningful reports, conduct research glean quality information pertinent to assigned and implied tasks, create and conduct surveys.
- Possess skills in Statistics, Analytical Math (Basic), Quantitative Analysis, and Test and Measurements, instructional methods and techniques.
- Basic knowledge of quantitative analysis concepts.
- Working knowledge of training programs models, concepts and processes.

Minimum Education and Experience

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