

Class Concept

This is professional and consultative work in performing a variety of services to meet organizational and program training and development needs. Work involves preparation and development of training programs, plans, and materials; identifying training and development objectives; providing classroom and/or clinical instruction in assigned areas/programs; organizing training events, and evaluation/revision of programs or training sessions as needed. Positions provide training support for established training programs and/or modify training programs to meet client needs with a focus on entry level skills and developing administrative and supervisory skills. Positions may report to staff development or departmental management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of training theory, principles, and techniques.
- Considerable knowledge of capabilities and uses of audiovisual aids and other training tools and resources.
- Skills in counseling and relating to others.
- Ability to interpret, apply, and communicate a variety of policies, procedures, and regulations.
- Ability to exercise sound judgment in assessing training needs, development of objectives, recommending training goals, and evaluating student learning.
- Ability to develop course outlines and lesson plans.
- Ability to adapt and communicate information to a wide range of audiences and situations.
- Demonstrated skill in assessing, planning, executing, evaluating, and adapting training to meet organizational needs.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one year of experience in a progressive training or teaching role or one year of experience in a human service, counseling, or training program in the subject matter specified; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.