

## STAFF DEVELOPMENT TECHNICIAN II

Positions in this class provide technical assistance in staff development and training program activities. Work includes up-front training in specific areas and providing some assistance in the development of training objectives and the selection of presentation methodologies. Work also includes preparation of training materials and visual aids, documentation of training, scheduling, and coordinating training events.

### I. DIFFICULTY OF WORK:

Complexity - The employee has limited involvement in developing curriculum; may make minor modifications in lesson plans with approval from the supervisor. Training involves specific subjects as general orientation for new employees, training in prevention intervention techniques, or first aid training. Judgment is required in meeting objectives for training and in the independent delivery of training activities.

Guidelines - Work is performed within the limits of a variety of established guidelines on policies, procedures, and standards requiring training in specific areas. Guides also include training manuals, division or institution policy, and instructions from the supervisor.

### II. RESPONSIBILITY:

Accountability - The employee may make minor modifications in training materials with approval from the supervisor, and has input into the development of training objectives and presentation methodologies. The employee is held accountable for the quality of training in assigned areas.

Consequence of Action - Error in judgment in presenting training or inaccurate documentation of individual training records could have an adverse effect on the quality of services delivered and delay the student's progress.

Review - Work plans are reviewed by the supervisor on a regular basis. Teaching performance is evaluated by the instructor in charge of the training event. Class participants evaluate the effectiveness of the delivery and content. Written work is reviewed by the supervisor.

### III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Frequent contact with all levels of employees within the organization. Contact with technical institutes, community colleges, and other providers of instructional materials, audio-visual aids, and instructors.

Purpose - Employee provides orientation for new employees or training in specific areas. Contact with the supervisors and managers are to schedule employees for training and to discuss progress of participants. Contact with technical institutes, community colleges, and other external establishments is to arrange for use of training resources or scheduling for an instructor to deliver a block of instruction.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is typically performed in an office or classroom setting; however, in on-the-job training the employee may be in the presence of emotionally disturbed and aggressive residents in a mental health/ mental retardation facility.

Nature and Potential of Personal Hazards - Bodily injury is unlikely unless a patient threatens or the employee is exposed to a contagious disease.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - General knowledge of techniques of organizing and developing course outlines and lesson plans, presenting instructional materials, and evaluating student learning. General knowledge of use and capabilities of audio-visual equipment: Ability to use sound judgment in applying policies, procedures, and regulations. Ability to understand and carry out complex oral and written instructions, and to express oneself clearly and concisely, in oral and written form.

Minimum Education and Experience - Graduation from high school and four years of progressively responsible experience in clerical or administrative work, or as a practitioner in a specialty area; must have at least two years of experience as a technical assistant in staff development and training; or graduation from a four year college or university; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.