

STAFF DEVELOPMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is primarily training work of a moderately complex nature involving responsibility for integrating and facilitating various phases of staff development programs and/or training activities. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assist in creating and maintaining a comprehensive development and training program by coordinating events, scheduling trainers, preparing materials, registering staff, and ensuring those required to participate are enrolled, etc.;

Assist with tracking and monitoring professional educational development;

Review staff evaluations of programs to determine additional training needs and assess the effectiveness of completed training programs;

Introduce presenters, prepare handouts, attendance sheets and evaluation forms for all in-service training;

Maintain staff training histories;

Gather information, organize data, and prepare training materials and correspondence, as necessary, and in accordance with guidelines;

Register staff for in-service and continuing education programs;

Prepare memos, fliers, etc. in order to notify supervisors regarding upcoming training opportunities;

Provide work guidance to summer students, and coordinate student training programs;

Maintain records of staff development expenditures, budget and other financial information;

Prepare and coordinate the preparation of a variety of reports;

May assist with minor administrative duties;

May represent the Staff Development Coordinator at a variety of meetings and training sessions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices, procedures and equipment; good knowledge of the principles and practices of staff development and training programs; ability to write clear and accurate reports; ability to coordinate work projects; ability to establish and maintain cooperative relationships with others; ability to understand and carry out moderately complex oral and written instructions; ability to use computer software as it applies to the staff development function; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and one (1) year of experience which substantially involved either staff development, training, coordinating phases of projects or programs or non-routine office clerical duties.
2. An Associate's degree and three (3) years of experience which substantially involved either staff development, training, coordinating phases of projects or programs or non-routine office clerical duties.