

SAN DIEGO CITY SCHOOLS
POSITION DESCRIPTION

TITLE:	Staff Development Trainer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
REVISED:	July 1984		

BASIC FUNCTION:

Assist the Classified Training Supervisor in the planning, development, and operation of staff development and training programs for classified employees.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in needs assessment, planning, development, and implementation of workshops and other staff development activities. **E**

Develop inservice courses and conducts workshops and seminars for classified employees. **E**

Maintain records of attendance. **E**

Collect and review participant's evaluations including content, method of presentation, and other factors, and make or recommend changes as appropriate. **E**

Compile reports. **E**

Assist in scheduling and arranging for facilities for staff development activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in public administration, business administration, education or other related field.

LICENSES AND OTHER REQUIREMENTS:

None Required

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Staff development and training methods and techniques.
Technical aspects of field of specialty.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Prepare reports and statistical information.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office Setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3/24/04-PeopleSoft

Job Code 7085

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