

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Staff Training Programs Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resource Services Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	044 OTBS
<b>ISSUED:</b>	November 1984		

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**BASIC FUNCTION:**

Perform research, analysis, design, and writing 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**

Designs needs assessment tools **E**

Research training and development issues, processes, and methods to assess their suitability for district application. **E**

Research program content for development of training activities and reports. **E**

Determine learning objectives and instructional methods to ensure objectives are met. **E**

Write lesson plans using an appropriate instructional design model. **E**

Design and develop instructional materials and manuals. **E**

Analyze job performance problems requiring training.

Serve as a district resource on specialized training which is not available by internal resources. **E**

Write script for audio-visual training programs. **E**

Design evaluation tools to measure skills, competency, and participant reaction. **E**

Plan and coordinates training logistics; presents training activities. **E**

Plan, develop, implement, and maintain the Career Development Program for classified employees. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a four-year college or university with a major in public administration, business administration, education or other related field and one year of experience in developing and implementing a wide variety of training programs.

**LICENSES AND OTHER REQUIREMENTS:**

None Required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Staff development and training methods and techniques.

Adult learning principles.

Training equipment operation.

Objectives, preparation, model building, research, performance, observation and competency identification.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

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.

Prepare training program plans and designs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office or school site 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.

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