

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Training and Quality Assurance Specialist, Physical Plant Operations	REPORTS TO:	Manager, Physical Plant Operations Support Services
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	022 AASD
ISSUED:	April 28, 2009		

BASIC FUNCTION:

Develop, implement, and monitor the training, staff development, and quality assurance programs that support the delivery of exceptional Physical Plant Operations (Custodial, Maintenance, and Landscaping) services.

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

Develop, implement, and monitor comprehensive programs of job-specific district, safety, skill, technical and compliance-based training and quality assurance initiatives for all personnel in the Physical Plant Operations Department by working in conjunction with each manager. **E**

Establish goals and objectives for job-specific district, safety, skill, technical, and compliance-based training and quality assurance programs and projects based on identified district requirements, competencies, technical skills, quality measurements, and employee/departmental needs. **E**

Analyze performance problems requiring training. **E**

Collaborate with each manager to ensure the appropriate skill, safety, compliance, or development program is implemented to meet the assessed, district, or compliance-based need. **E**

Monitor implementation and measure the effectiveness of training programs, quality improvement initiatives and human resource development activities. **E**

Prepare periodic reports on the effectiveness of the training and quality initiative strategies to ensure strategies are achieving desired results. **E**

Maintain a systematic career development program to help employees assess personal competencies, evaluate career goals, and identify, plan, and implement development and career actions. **E**

Ensure adherence to good safety procedures. **E**

Maintain a training documentation database for all employees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in business administration, education, counselor education, training, or a related field. A Master's degree in the same is preferred. A minimum of three years in providing supervision of training programs is required. Training supervision in an educational setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Membership and certification in a professional training society such as the American Association of Training and Development are preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Staff development, training methods, theories, and techniques.

Technical aspects of field of specialty.

Adult learning principles.

Training equipment operation.

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

Oral and written communication skills.

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

ABILITY TO:

Provide leadership in assigned functions.

Prepare, deliver, and monitor training program plans and designs.

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:

Indoor office.

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.

Job Code 1689

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