

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### TRAINING COORDINATOR

**SALARY SCHEDULE: ADMINISTRATIVE – M**

**COST CENTER: HUMAN RESOURCES (9023)**

#### QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution.
- Minimum of three (3) years successful administrative experience preferred.
- Successful experience in a formal adult education program and direct experience in training adults preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to articulate information to employees.
- Demonstrated ability to design and write curriculum.
- Demonstrated ability to work independently.
- Demonstrated ability to lead, communicate and work with others to teach basic to advanced skills.
- Possess computer skills and experience with Word, Access (or similar database program).
- Ability to plan, organize and prioritize activities.

#### REPORTS TO:

Staffing Administrator

#### JOB OBJECTIVE:

To create, coordinate, and provide classified/non-instructional employees with timely, consistent and appropriate training programs to promote maximum operational efficiency.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- Create, coordinate and assume responsibility for classified/non-instructional training materials and courses.
- Identify needs and coordinate training with departments and cost centers.
- Lead, communicate and work with others to teach basic to advanced skills.
- Maintain a flexible schedule to maximize training opportunities for employees.
- Implement new employee training.
- Survey employees and solicit input regarding appropriateness and usefulness of information provided in training sessions.
- Modify training courses as needed.
- Schedule training and coordinate facility usage for training courses.
- Identify employees and explore alternative educational delivery systems for those who may not succeed in a traditional educational or training environment.
- Design new courses as needed.
- Model and maintain high ethical standards.
- Adhere to high standards of punctuality, regular attendance and appropriate dress.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.

## **TRAINING SUPERVISOR (Continued)**

- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Maintain confidentiality regarding school matters.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**