

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRAINING COORDINATOR

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: HUMAN RESOURCES AND LABOR RELATIONS (9023)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Instructional certification preferred.
- (3) Minimum of three (3) years experience in staff development, organizational effectiveness and regulatory compliance training.
- (4) School and industry-based experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge, of data-driven planning and evaluation. Extensive knowledge of curriculum development. Extensive knowledge of compliance issues in all area of the organization. Knowledge of documentation standards for training compliance in all areas of the organization. Ability to determine needs for management/leadership training. Knowledge of organizational effectiveness standards and related training needs. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Human Resources - Retention

JOB GOAL

To provide staff development services to all instructional, administrative and classified personnel of the district in areas of organizational effectiveness, management and compliance accountability.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and coordinate training programs related to organizational effectiveness, management, and regulatory compliance for all district employees.
- * (2) Manage the New Employee Orientation Program
- * (3) Maintain documentation of training for regulatory compliance and other district needs.
- * (4) Maintain a resource service for personnel related to management, organizational effectiveness and regulatory compliance.
- * (5) Utilize objective and subjective data to determine training needs.
- * (6) Provide reports of activities to the Board and district staff.
- * (7) Participate in the development of community partnerships to enhance training capabilities.
- * (8) Evaluate the effectiveness of training programs.
- * (9) Utilize research-based Best Practices in adult education in the delivery of instruction.

SUPERVISOR, TRAINING (Continued)

- * (10) Assist in the interpretation of programs, philosophy and policies of the District to all personnel.
- * (11) Respond to inquiries or concerns in a timely manner.
- * (12) Disseminate information and current research to appropriate personnel
- * (13) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (14) Coordinate training in organizational effectiveness, management and regulatory compliance with the District Strategic plan.
- * (15) Maintain a network of peer contacts through professional organizations and community associations.
- * (16) Work closely with all district department to ensure training needs are met.
- * (17) Coordinate budget requests, needs and results to determine training effectiveness.
- * (18) Set high standards and expectations for self and others.
- * (19) Represent the District in a positive and professional manner.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs, and legal issues.
- * (21) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (22) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (23) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (25) Exercise proactive leadership in promoting the vision and mission of the District.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (27) 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:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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. 10

*Essential Performance Responsibilities