

TRAINING DEVELOPER

Code No: 4-18-427
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a school district responsible for the research and development of training course curriculum. Work involves researching, developing, and writing job descriptions for instructors, and writing course descriptions for student recruitment. The employee reports directly to and works under the general supervision of a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed).

Develops curriculum for training courses;

Researches resources for materials, supplies, and textbooks for training courses;

Researches viability and market for training courses;

Writes job descriptions for instructors for training courses;

Writes course descriptions for student recruitment for training courses.

Assists in locating instructors for training courses;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business and manufacturing environments; good knowledge of the techniques used in assessing training needs and evaluating effectiveness of training programs; good computer skills with an emphasis on Microsoft Windows and Microsoft Office 97; ability to prepare and select written and audio-visual materials required for training programs; ability to communicate effectively in writing; ability to organize and develop information for publication; ability to establish and maintain effective working relationships; initiative; innovation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Education, OR;
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's or Bachelor's degree, and two (2) years of full time or part-time equivalent experience in a position that has as its focus training and curriculum development, OR;
- (C) Four (4) years of experience as defined in (B) above.
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 9, 1999