

TRAINING INSTRUCTOR

Code No.: 4-18-210
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for coordinating the design, implementation, and evaluation of in-service training, departmental orientation and other components of staff development programs for a large department or agency. Employees of this class have continuous contact with training consultants and employees in specialty careers when arranging for training instructors or speakers. Work is performed under general supervision from an administrator, or other senior level staff member with wide latitude allowed for the exercise of independent judgment.
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):

Organizes departmental orientation and/or training programs for personnel from a variety of occupations and employment levels, including preparing program outlines, developing or securing instructional materials and teaching aids, arranging for consultants, speakers and staff participants, and maintaining records on employee attendance and program content;

Confers with professional training services and training consultants, educational institutions and other organizations that provide training modules, teaching aids or instructional materials, or other training services, including speakers and instructors;

Confers with staff members who possess specialty skills regarding their participation in training sessions, and assists selected staff in developing lesson plans and instructional materials, and in conducting training sessions;

Conducts and teaches departmental orientation sessions for new employees;

Conducts in service training sessions for a variety of occupational fields and employment levels on topics that will improve staff skills;

Evaluates training programs for employee understanding of instructional topics;

Conducts needs assessment with department staff to determine training needs, and to collect information required to develop a comprehensive training program;

Researches specific topics for inclusion in training schedule and prepares outline for training program;

Coordinates department approvals for the tuition reimbursement program;

Organizes materials and prepares narrative and descriptive statistical reports on training activities;

Coordinates and processes student affiliation agreements between County and various colleges and universities;

Delivers oral presentations on training activities to various staff committees and other groups as appropriate;

Attends seminars, conferences, and educational programs related to program areas;

Prepares instructional materials for training sessions including writing or organizing handouts and reference materials, and preparing posters, charts, slide presentations, and other visual aids;

Secures information and coordinates employee utilization of continuing education opportunities and training programs offered by outside agencies and educational institutions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the techniques and skills necessary to develop and conduct effective orientation and in-service training programs; good knowledge of the techniques used in assessing training needs and evaluation effectiveness of training programs; good knowledge of public personnel policies especially as they relate to training activities; working knowledge of the teaching practices; ability to organize and deliver effective oral presentations; ability to conduct needs assessment and make recommendations; ability to communicate well both orally and writing; ability to select written and audio-visual materials required for training programs; ability to organize materials and prepare written and statistical reports and correspondence; ability to plan and organize individual workload and meet established deadlines; ability to establish and maintain effective working relationships; initiative; innovation; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus EITHER:

- (A) Three (3) years of full-time or its part-time equivalent paid experience in either:
 - (1) The planning, development, coordination and delivery of training programs;
 - (2) The development, coordination or teaching of adult or vocational education programs;
 - (3) In personnel administration in a capacity involving responsibility for developing employee orientation programs;
 - (4) Elementary or secondary level classroom teaching; OR,
- (B) Graduation from a regionally accredited New York State registered college or university with a Master's degree, plus one (1) year of paid full-time or its part-time equivalent experience as described in (A) above.

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.

REVISED: November 13, 1986
REVISED: June 19, 1987
REVISED: November 6, 1997