



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR TRAINING
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8552
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, develops, and manages training programs for office automation users and is a resource for personnel in the use of applications. Responsible for the development of training and related technology materials and forms relating to computer applications. Trains end-users in specific computer applications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides staff development components of Office Automation systems to personnel in administrative offices and school centers

Serves as a technical consultant to selected certified and classified personnel in administrative offices and school centers

Develops training material relating to computer applications and related technology

Coordinates the training of end-users of information system services in the area of mainframe applications

Coordinates development and maintenance of computer resource files

Develops training plans for personnel and supervises the development of training programs

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Command of oral and written communications

Demonstrated expertise in the operation of computers and computer equipment

Demonstrated ability in training end-users of Office Automation applications

Ability to apply time management techniques in the supervision of staff

Valid driver's license

DESIRABLE QUALIFICATIONS

Two (2) years of specialized training in data processing, procedures writing and statistics

Knowledge of educational office automation applications

Experience in a diverse workplace