GENERAL DESCRIPTION
Performs routine (journey-level) training work. Work involves planning, organizing and conducting educational and training sessions using a variety of training methods. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED
Delivers training in a classroom, distance learning, or e-learning environment.

Participates in planning and developing specialized training, staff development, continuing education programs, and customized and technology-based training.

Coordinates training events by determining and securing date, time, location, facilitator, and number of participants; maintains training schedules.

Organizes and prepares materials and supplies for training courses such as notebooks, handouts, flip-charts, projectors, laptops, or other resources.

Researches, develops, reviews, and assesses training programs and materials, and recommends modifications as appropriate.

Assists in analyzing training content for accessibility; and may recommend changes to make content accessible and remediate accessibility issues.

Assists in developing curricula and course outlines, selecting instructional methods, and developing training aids, manuals, and other instructional materials and products.

Assists in formulating learning objectives, and planning, designing, and developing methods for the assessment and evaluation of training effectiveness.

May prepare articles for in-house publications.

Performs related work as assigned.
GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in training work. Graduation from an accredited four-year college or university with major coursework in human resources, organizational development, education, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of training procedures and techniques; of learning management and learning content management systems; of group processes, group dynamics, and interpersonal relations; and of instructional and curriculum design.

Skill in oral and written communication, in instructing others, and in using a computer and applicable software.

Ability to formulate learning objectives, to develop training objectives, to assess the effectiveness of training, to assess training needs, and to communicate effectively.