

STAFF DEVELOPMENT SPECIALIST (NON-INSTRUCTIONAL)

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for creating and enacting in-service training for District employees to enhance skills relevant to their position, in accordance with established staff development policies and objectives. The incumbent also provides assistance to administrators in identifying and assessing training needs in the District. Work is performed under the general supervision of management with leeway allowed for the use of independent judgment in carrying out the duties of the job. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Creates and presents training courses applicable to the position held by the attendees;
Identifies training needs and organizes training programs designed to enhance and develop the skills of staff;
Conducts presentations for audiences of varying sizes;
Assists employees to gain a solid understanding of the course;
Maintains a comprehensive file of available resources to be used in staff training;
Effectively respond to employee questions;
Documents course attendance as well as other relevant information;
Adapts teaching strategy according to the audience;
Utilizes creative and interesting techniques to teach the information;
Researches and uses different formats to present relevant and current information from print and electronic media to address training needs;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of courses and materials used;
Good knowledge of the principles and practices of conducting a staff development program;
Good knowledge of the Districts needs pertaining to curriculum and development;
Good knowledge in the planning and development of curriculum and training materials;
Ability to analyze jobs, functions and problems;
Ability to design and implement training programs on different subjects;
Ability to write clear and accurate reports and records;

STAFF DEVELOPMENT SPECIALIST (NON-INSTRUCTIONAL) -cont'd

Ability to establish and maintain effective working relationships with school district employees at all levels;
Ability to convey information in an effective manner;
Ability to communicate clearly both orally and in writing;
Strong listening skills;
Detail orientated and well organized;
Resourcefulness,
Initiative;
Patience;
Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college with an Associate's degree and two years of experience in classroom instruction, conducting training or conducting workshops; OR

B) Graduation from high school or possession of an equivalency diplomas and four years of experience in classroom instruction, conducting training or conducting workshops;

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.