

STAFF DEVELOPMENT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves planning and conducting a comprehensive staff development program for all social services department employees. The incumbent administers the staff development program including orientation and in-service training of all professional and clerical employees as well as overseeing the educational leave program of the agency. Work is performed under the general direction of the Staff Development Director with considerable leeway allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over the work of a Staff Development Specialist. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates all training activities of the agency;
Prepares and personally conducts an orientation program for all newly appointed staff members;
Makes arrangements for physical facilities and equipment for training sessions;
Supervises the development, revision and installation of standard or specialized training programs, outlines and materials;
Develops formalized training procedures;
Prepares and personally conducts continuous in-service training programs for all employees;
May make recommendations regarding the selection of employees to attend institutions, seminars, conferences, etc.;
Develops a selection process through which employees are chosen for educational leave;
Conducts studies to determine training needs, establishes criteria and evaluates results;
Organizes and gives guidance to employee committees participating in the development of training programs;
Maintains contact with all schools where employees are, or may be attending;
Maintains contact with and secures progress reports of persons on educational leave;
Recommends assignments of persons returning from educational leave.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles, practices and techniques of developing, supervising and evaluating training programs;
Good knowledge of casework content and principles of supervision;
Good knowledge of Federal, State and local public welfare laws and programs;
Good knowledge of case recording principles;
Ability to plan and develop curricula and lesson plans and to teach both professional and clerical employees directed toward integrating the training program with the ongoing operation of the agency;

Ability to write clear and accurate reports and records;
Ability to establish and maintain successful relationships with people;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a computer terminal;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered school of social work with a Master's Degree and:

- A) One year of experience as a staff development coordinator in a public social services agency; OR
- B) One year social work experience in a social work agency adhering to acceptable standards and one year of any of the following specialized experience:
 - (1) One year of experience in the planning, developing or supervising of staff development in a social work agency adhering to acceptable standards; OR
 - (2) One year of experience in the planning, developing or supervision of student field work for an accredited school of social work; OR
 - (3) One year of experience in teaching at a recognized graduate school of social work; OR
 - (4) An equivalent combination of training and experience as defined by the limits of (1), (2), and (3) above.