

Class Concept

Position will be responsible for all training of certified and non-certified staff to ensure compliance with policy. This position ensures that specialized training is coordinated and policy requirements are met. This position also conducts new employee orientation to ensure newly hired staff are oriented to policies and procedures, serves as an instructor for general and specialized training and will maintain instructor certifications as defined by policies and the Criminal Justice Education and Training Standards Commission. This position schedules instructors for classes to ensure training requirements are met. This position will be prepared to instruct classes in the absence of scheduled instructors. This position ensures OSDT records are keyed into the OPUS system, and will maintain training records as required policies. Position is familiar with external training requirements as outlined in department policy.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to plan, coordinate the logistics, and deliver a multi-course program of instruction at a training site.
- Considerable knowledge of the principles and theories of instruction, and of the subject matter being developed into course materials.
- Ability to establish and maintain effective communication (verbal/written) with other instructors, students, and supervisors.
- Thorough knowledge of the DPS Policy and Procedures Manual, DPS Fiscal Policy, training coordinator's manual, DPS requirements for Basic and In-Service Training and appropriate policies from the State Personnel Policy Manual.
- Ability to operate a PC, utilizing Microsoft Office applications and OPUS and additional programs as required. Requires the ability to operate audio-visual equipment.

Minimum Education and Experience

Bachelor's degree, preferably with a major in a human services or training related field, and two years of experience directly related to training in the subject matter or specialty areas; or

High school or General Educational Development (GED) diploma and five years of experience directly related to training in the specialty area; or, an equivalent combination of training and experience.