

STAFF DEVELOPMENT TECHNICIAN I

Positions in this class provide technical assistance and support in a staff development and training program. Paraprofessional duties include role-playing, demonstration of techniques, and instructing students on completion of classroom training materials. Work may also include clerical functions directly related to staff development. These functions include maintaining records of instruction and attendance, up-dating training packages and manuals, and development of resource materials and visual aids.

I. DIFFICULTY OF WORK:

Complexity - Employee may provide on-the-job training in behavior modification techniques. This training enables employees to be certified as required. Employee may coordinate and schedule training events. Judgment is required in scheduling participants for classes, in assessing training needs of Health Care Technicians or similar positions, and in making observations and providing feedback.

Guidelines - Work is performed within the limits of specific guidelines in procedures developed by the agency or institution. Manuals are provided on State and federal regulations. The employee receives general instructions from the supervisor.

II RESPONSIBILITY:

Accountability - Assignments directly affect training progress of employees in assigned areas.

Consequence of Action - Failure to document staff training could cause a delay in certification of an employee or additional hours of training.

Review - Work is performed independently and is reviewed through close monitoring, course evaluation, and regular conferences with the supervisor.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employee may have frequent contact with employees in on-the-job training and with residents of a mental health/mental retardation facility; also with supervisors of employees in training.

Purpose - To provide training to improve skills of employees that will allow them to be certified as skilled workers; contact with supervisors is to schedule training events and to discuss training progress of participants.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is typically performed in an office setting; some time may be spent in on-the-job training in the presence of emotionally disturbed and aggressive patients.

Nature and Potential of Personal Hazards - Employee may be exposed to potentially dangerous persons in work areas where residents model aggressive or destructive behaviors, but bodily injury is unlikely.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Working knowledge of principles and techniques involved in presenting instructional materials and on-the-job training. General knowledge of office practices and procedures: skill in typing where required in the development of training materials, schedules, and communications. Ability to exercise sound judgment in applying guidelines and in carrying out oral and written instructions. Ability to express oneself clearly and concisely in oral and written form.

Minimum Education and Experience - Graduation from high school or equivalent and three years of clerical experience or as a practitioner in a specialty area. Clerical experience must be progressively responsible with at least one year in supportive or staff development and/or training; or an equivalent combination of education and experience demonstrating the required knowledge and abilities.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.