

## CORRECTION TRAINING COORDINATOR I

### DESCRIPTION OF WORK

Work in this class involves the coordination, planning, and implementation of courses of instruction at a training site for the Department of Correction's staff development and training program. Employees in this class function as site supervisors with responsibilities for coordinating all activities of Instructors and adjunct trainers, coordinating logistical and administrative aspects of the multicourse program of instruction, and participation as instructor or evaluator. Work includes conducting needs surveys, designing program format, coordinating the writing of course and lesson plans, and evaluating program effectiveness. Work is performed independently, with general direction from a higher level Coordinator of instruction and is reviewed through periodic conferences and reports.

### EXAMPLES OF DUTIES PERFORMED

Coordinates the planning, organization, and implementation of multi-course programs of instruction at a training site.

Plans, designs, and develops details of multi-course programs of instruction with assistance from higher level Coordinator or Director; participates in the evaluation of those programs.

Participates in research and development of long-range training plans based on needs analysis.

May deliver courses of instruction; lectures, demonstrates, and uses audiovisual training aids.

Recommends improvements or modifications in courses of instruction; implements based on approval of such changes by higher-level Coordinator or Director.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Ability to plan, prioritize, and coordinate program and specific assignments for implementing a multi-course program of instruction.

Ability to coordinate logistics in implementing a program of instruction at a training site.

Considerable knowledge of the principles and theories of instruction.

Considerable knowledge of the subject matter being developed into course material.

Ability to establish and maintain effective communications with students and fellow instructors and supervisors.

Ability to formulate ideas and communicate them in written and oral form.

#### Minimum Education and Experience

Graduation from a four-year college or university and four years of experience directly related to instruction and training, including one year in an administrative or coordinative capacity; or an equivalent combination of education and experience to demonstrate the required skills and knowledge.