

CORRECTION TRAINING DIRECTOR

DESCRIPTION OF WORK

Work in this class involves directing the staff development and training programs for the Department of Correction. Employee in this class is responsible for planning, organizing, staffing, directing, and controlling the programs. Work includes general supervision over all elements and activities; promotion of training and development as a part of the total management process; planning and directing a staff of instructors and coordinators; coordinating the programs with other staff and program functions of the department; and determining effectiveness of programs through evaluation processes. Work is performed under the general direction of the Personnel Director, and is reviewed through periodic conferences and reports.

EXAMPLES OF DUTIES PERFORMED

Establishes long and short-range goals and priorities for staff development and training programs for the department.
Identifies training objectives; designs systems to meet training needs.
Directs a staff of instructors and coordinators in implementing programs.
Conducts conferences with subordinates to establish objectives, discuss progress, identify needs, and evaluate program effectiveness.
Represents the department in training and staff development matters.
Develops financial plans to support goals of training activities; manages expenditures of monies allocated.
Reports activities' progress and needs through written and oral communications to agency and affiliated groups.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Ability to direct others in planning and developing new and improved programs of training and staff development.
Considerable knowledge of training and staff development principles and practices; considerable knowledge of the principles, theories, and methods of instruction.
General knowledge of the principles of behavioral sciences, administration, human relations, and general management as they relate to directing and administering comprehensive training and staff development programs.
Ability to establish and maintain effective working relationships with staff, agency personnel, and affiliated groups.

Minimum Education and Experience

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