

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

SUPPORT STAFF TRAINING SUPERVISOR

Class Code: 4305

Job Family: Service/Operations Workers

Classification: Support Staff

Terms of Employment: Pay Grade 55 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under administrative direction, plans, manages, coordinates, and conducts training program activities using a variety of training methods and instructional materials, equipment, and techniques to ensure quality control in the assigned training area. Develops and manages procedures and transition manuals for specific job positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises training activities of support staff trainers and/or driving training instructors.
2. Oversees training activities of various job specific training cadres.
3. Supervises planning and preparation of district-wide seminars, conferences, and workshops for staff development days.
4. Assists in developing and implementing comprehensive job related training procedures.
5. Confers with Clark County School District personnel to identify training needs and goals.
6. Conducts job related training for assigned training area, based on identified training needs.
7. Develops and maintains records to document required training in accordance with federal, state, and local regulations.
8. Conducts on-site visits to determine implementation, staff progress, and effectiveness of training activities.
9. Develops criteria and implements quality control procedures.
10. Researches federal, state, and local regulations to develop and maintain records to ensure compliance.
11. Compiles and maintains computer database to track training program participants and reports for statistical data.
12. Develops, writes, and maintains department handbooks.
13. Provides input in the preparation of department newsletter with respect to department training.
14. Provides input to Purchasing and vendors regarding the purchase and performance of supplies, equipment, and services for the purpose of support staff training.
15. Schedules work assignments and supervises the activities of assigned staff.
16. Provides input for the evaluation of assigned staff.
17. Conforms to safety standards as prescribed.
18. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the research, development, and implementation of support staff training programs for personnel assigned to areas such as, but not limited to:

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| 1. Operations | 6. Various school programs, (i.e., Special Student |
| 2. Grounds | Services, Health Services, etc.) |
| 3. Maintenance | 7. Transportation |
| 4. Food Services | 8. Para professionals/Specialized Programs |
| 5. Clerical/Secretarial | 9. Occupational Safety |

12/14/93

Revised: 08/09/02; 07/15/05; 08/26/06; 07/05/07; 01/09/09; 09/10/10

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of department methods, supplies, and equipment.
2. Knowledge of basic computer software applications.
3. Ability to research and obtain training materials.
4. Ability to develop, implement, and manage a formal training program.
5. Ability to research and identify training needs.
6. Ability to train and in-service employees on a continuing basis.
7. Ability to make presentations to individuals or groups.
8. Ability to interpret written and/or oral instructions.
9. Ability to supervise and evaluate employees.
10. Ability to plan and organize work and set priorities.
11. Ability to communicate clearly orally and in writing.
12. Ability to work flexible hours or shifts.
13. Ability to exercise judgment as to when to act independently or when to refer situations to an administrator.
14. Ability to work cooperatively with employees, students, vendors, and the public.
15. Ability to recognize and report hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Five (5) years experience managing an employee training program; or,
Five (5) years progressively responsible experience related to the relevant training area; or,
A combination of at least two (2) years experience managing an employee training program plus three (3) years experience related to the relevant training area.
3. Safe driving record.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. (If assigned to the Transportation Department, the applicant/employee must obtain and maintain a Nevada Class A Commercial Driver's License with required endorsements to operate a school bus and a State of Nevada Third-party Certification. The selected applicant must obtain the required State of Nevada Third-party Certification within five (5) months of hire date.)
License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Two (2) years supervisory experience.
2. Completion of professional training courses and/or seminars.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. (If assigned to the Transportation Department, a Nevada Class A Commercial Driver's License with required endorsements to operate a school bus and a State of Nevada Third-party Certification is required.)
3. Copy of current driving history issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience to satisfy qualifications.

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EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District - classrooms, restrooms, gymnasiums, locker rooms, offices, playgrounds, athletic fields, buses, motor vehicles, work sites, etc.

WORK ENVIRONMENT:

Strength: Medium - Exert force 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.

Physical Demands: Frequent sitting, standing, walking, reaching, handling, repetitive fine motor activities, talking, and hearing. Occasional stooping, kneeling, and crouching. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials and VDT screens. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate-controlled office setting and exposure to weather ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

District issued/personal vehicles, carpet extractors, vacuum cleaners, scrubber/buffer, sidewalk blower, computers, various motor vehicles, hand trucks, flip charts, overhead projectors, LCD panels, electronic white boards, TV/VCR's, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 855-5444.