

Staff Trainer Supervisor – Human Resources

Position Details

Class Code: 4205

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative direction, plans, designs, develops, 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.

Essential Duties and Responsibilities

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

1. Supervises training activities of staff trainers.
2. Supervises planning/preparation of seminars, conferences, and workshops for individuals and groups.
3. Maintains instructional design standards for professional development to align with industry standards.
4. Designs, develops, and conducts training programs using written materials, multimedia presentations, virtual format, specialized equipment, technical procedures, hands-on demonstrations, and technical software.
5. Researches, explains, and demonstrates principles, methods, and techniques necessary to achieve proficiency in identified training areas.

6. Develops and implements comprehensive job-related training procedures.
 7. Confers with Clark County School District (CCSD) administrators, subject matter experts, and other CCSD personnel to identify training needs, goals, and best practices.
 8. Conducts on-site visits to determine implementation, staff progress, and effectiveness of training activities.
 9. Develops criteria to measure and maintain quality assurance; implements and oversees quality control procedures.
 10. Researches federal, state, and local regulations to develop required training; maintains records to ensure compliance.
 11. Compiles and maintains computer database to track training program participants and report statistical data.
 12. Develops, writes, and maintains department handbooks.
 13. Conducts in-depth evaluations of training results.
 14. May provide input in preparation of the department newsletter with respect to department training.
 15. May provide input to the Purchasing Department and vendors regarding the purchase and performance of supplies, equipment, and services used in support staff training.
 16. Schedules work assignments and supervises activities of assigned staff.
 17. Provides input for the evaluation of assigned staff.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves researching, developing, implementing, and supervising training programs, presentations, and materials for CCSD employees.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of department methods, supplies, and equipment.
2. Knowledge of basic computer software applications such as Microsoft Word, Excel, and Access.
3. Knowledge and experience in adult learning theory and instructional design.
4. Ability to research and obtain training materials.
5. Ability to plan, organize, and deliver trainings to individuals and groups.

6. Ability to interpret written and verbal instructions.
 7. Ability to supervise and evaluate employees.
 8. Ability to plan, organize, and prioritize work.
 9. Ability to communicate effectively, both verbally and in writing.
 10. Ability to judge when to act independently and when to refer situations to an administrator.
 11. Ability to work cooperatively with employees, students, vendors, and the public.
 12. Ability to create and deliver presentations using software such as Microsoft PowerPoint and Publisher.
 13. Ability to present using a virtual format.
 14. Ability to create lesson plans.
 15. Ability to design, develop, implement, and supervise training procedures, programs, methods, and techniques.
 16. Ability to write reports relating to training evaluations.
 17. Ability to work flexible hours/shifts.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years of experience managing an employee training program, including one (1) year of demonstrated experience conducting presentations, demonstrations, trainings, etc., (human resources, clerical/secretarial, business, communications, paraprofessional); or,
Five (5) years of experience as an instructor/trainer related to the relevant training area, (human resources, clerical/secretarial, business, communications, paraprofessional); or,
Five (5) years progressively responsible experience, related to the relevant training area to including one (1) year of demonstrated experience conducting presentations, demonstrations, trainings, etc., (human resources, clerical/secretarial, business, communications, paraprofessional).

3. One (1) year of demonstrated experience proficiently working with computer systems and software (Microsoft Word, Excel, PowerPoint, Access, and/or Publisher, web-based applications, etc.).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Three (3) years of experience designing instructional systems and developing lesson plans.
2. Two (2) years of supervisory experience.
3. Completion of professional training courses and/or seminars related to the position.
4. Experience in conducting formal training programs.
5. Experience in developing and delivering virtual trainings.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
4. Safe driving record.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Travel to/from CCSD facilities and schools, classrooms, computer labs, trade shops, maintenance yards, work sites, conference rooms, etc.

Work Environment

Strength

Sedentary/medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings and exposure to weather with temperatures 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, office equipment, communicable diseases, chemicals and fumes (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

CCSD-issued/personal vehicles, hand trucks, computers, multimedia equipment, flip charts, overhead projectors, LCD panels, ELMO systems, electronic white boards, TV/VCR/DVD, video conferencing equipment, microphones, wireless connectivity devices, telephones, fax machines, laser pointers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/15/24
- Created: 12/14/93