

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

SUPPORT STAFF TRAINER

Class Code: 4310

Job Family: Service-Operations Workers

Classification: Support Staff

Terms of Employment: Pay Grade 51 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction conducts staff training and in-service using a variety of training methods and instructional materials, equipment, and techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Conducts training programs using test books, specialized equipment, technical procedures, hands-on demonstrations, videotape and test equipment.
2. Explains and demonstrates use of materials/supplies and equipment.
3. Explains and demonstrates principles, methods, and techniques necessary to achieve proficiency in identified activities and services.
4. Confers with district administrator(s) to identify training needs.
5. Informs district administrators of useful training programs and goals.
6. Schedules and conducts in-services based on identified training needs.
7. Attends meetings and seminars, as authorized, to obtain information for staff training.
8. May recommend commercial training packages, which may include handout materials, etc.
9. Compiles and maintains computer database to track training program participants and to report statistical data.
10. Assists in developing criteria to measure and maintain quality assurance.
11. Conducts on-site visits to determine staff progress and implementation of training practices.
12. Provides on-going training for identified assigned staff.
13. Conforms to safety standards as prescribed.
14. Performs other tasks related to position as assigned.

DISTINGUISHING CHARACTERISTICS:

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of training methods, techniques, and procedures.
2. Knowledge of basic computer software applications.
3. Ability to develop and implement training procedures and programs.
4. Ability to research and identify training needs.
5. Ability to train and in-service employees.
6. Ability to make presentations to individuals or groups.
7. Ability to interpret written and/or oral instructions.

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8. Ability to meet predetermined deadlines.
9. Ability to communicate clearly orally and in writing.
10. Ability to exercise judgment as to when to act independently or when to refer situations to an administrator.
11. Ability to plan and organize work and set priorities.
12. Ability to work cooperatively with employees, students, vendors, and the public.
13. Ability to work flexible hours or shifts.
14. Ability to recognize and report hazards and apply safe work methods.

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. Three (3) years experience as an instructor or trainer; or,
3. Five (5) years experience as a supervisor conducting training programs or activities.
4. Safe driving record.

Licenses and Certifications:

Licenses and Certificates contingent and appropriate to training position vacancy, advertisement or assignment.

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. (Class of driver's license must be appropriate to training capacity).
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Experience in formal training programs and courses in communications skills and other related fields.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

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 the applicant/employee to legally operate a motor vehicle in Nevada. Driver's license class must be appropriate to training requirements.
3. Current copy of driving history issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Classrooms, restrooms, gymnasiums, locker rooms, offices, playgrounds, athletic fields, buses, motor vehicles, work sites, boardroom, etc.

WORK ENVIRONMENT:

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

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Occasional stooping, kneeling, crouching, and fingering. 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, VDT screens or other monitoring devices. 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 and occasional to frequent time periods.

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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, buses, large motor vehicles, flip charts, overhead projectors, television and VCR equipment, etc.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

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.

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