

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78323
Job Class Code:	250	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	06/01/94	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Education Series

JOB CODE TITLE: SPECIAL PROGRAMS TRAINING COORDINATOR

HRIS TITLE: SPCL PRGS TRNG COORD

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of considerable difficulty providing technical assistance to State, local and regional agencies; working with learning institutions to develop and establish curricula in particular subject areas developing training materials and providing training programs relative to State licensing functions; and performs related work as required.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Plans, organizes and conducts agency sponsored conferences and training program; establishes and maintains liaison with educational and training administrators of public and private colleges and other institutions to promote, coordinate and assist them in developing education and training programs; serves as agency representative in organizing and administering national and regional education and training programs, including participation in program development, solicitation of applications and making travel and in program development, solicitation of applications and making travel and financial arrangements; provides assistance to State, local and regional agencies by analyzing training and education needs, developing project proposals and preparing applications for funds; monitors and evaluates ongoing projects including review of progress, compliance with grant awards, rules, regulations and laws, and analyzing project performance; reviews all manpower development grant applications and makes recommendations on funding; serves as agency representative on manpower development matters; writes and/or edits publications such as manuals, pamphlets, examinations, etc., to be used in educational programs; makes presentations to classes and interested groups.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles, practices and trends in education and training; education and training program instructional materials development; curricula development.

Skill/Ability to: develop, conduct, and evaluate the education and training programs; establish and maintain effective working relationships with education and training administrators and other professional and administrative personnel; effectively express ideas both orally and in writing.