

TRAINING AND EDUCATIONAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Plans and coordinates specialized training and/or educational opportunities for clients in a local employment and training program. These duties involve the responsibility for developing and implementing a comprehensive training and/or educational program with public and/or private agencies to provide needed educational experiences and technical training for agency clients. In addition, employees in this class may also conduct individual or group instructional sessions in specialized informational areas such as work habits, office practices, application preparation, etc. The work is performed under general supervision of a higher level staff employee within the agency and leeway is allowed for the exercise of independent judgment in carrying out the details of the job. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Coordinates vocational skills training and educational programs of the local employment and training program; Develop on-the-job training opportunities for program clients; Gives instruction to individuals or small groups in special employment related problems such as the conduct of a job interview, proper job attitudes, job resume and application preparation, as well as employee-employer relationships, etc.; May administer standardized vocational and/or achievement tests to aid in the formulation of appropriate training and/or education plans; Evaluates training program effectiveness of the subcontracted training agencies; Makes recommendations concerning course content to individuals responsible for training course development; Makes periodic visits to education or special skills training agencies to evaluate program progress and ensure compliance with contract provisions; May meet with public and private agency representatives involve in the development of vocational training programs; Prepares a wide variety of narrative as well as tabular reports and contracts related to a vocational training and/or educational program functions.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern training methods and techniques; Working knowledge of accepted business and industrial personnel practices and procedures related to vocational training programs; Working knowledge of the goals and orientation of local employment and training programs; Working knowledge of the principles of vocational guidance and placement methods; Working knowledge of the principles of learning and instruction as they would apply to training programs; Working knowledge of Federal, State, and local rules, regulations and policies as they apply to training in the educational aspects of the program; Ability to develop, as well as evaluate, curricula and/or training materials used in training classes; Ability to plan, implement, and evaluate employment and training occupational skills, as well as training and educational programs; Ability to establish satisfactory relationships with the clients of the agency; Ability to prepare narrative and tabular reports; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. (1) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree, and (2) one year of experience involving the development or conduct of vocational training or staff development programs or related areas; OR
- B. (1) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college, and (2) three years of experience involving the development or conduct of vocational training staff development programs or directly related areas; OR
- C. (1) Graduation from high school or possession of a high school equivalency diploma and (2) five years of full-time experience in the areas defined in (B); OR
- D. Seven years of full-time experience in the areas defined in (A); OR
- E. An equivalent combination of training and experience as defined by the limits of (A) through (D).

NOTE: Post high school educational training in the areas defined in (A) can be substituted on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full seven years of required experience.

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