

INSTRUCTOR I

NATURE AND VARIETY OF WORK

This is entry-level professional work responsible for the training and development requirements of a broad specialty area or in a special subject-matter field. Incumbents, under general supervision, deliver training programs, assist in curriculum development and perform related work as required.

Upon the satisfactory completion of a probationary period, entry-level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Presents or coordinates the presentation of various training modules such as supervisory development, staff skills training, software applications, and personal development programs either independently or as a member of a team.

Collects and presents available training programs, seminars, and computer-based training products and services in support of development and purchasing efforts.

Coordinates development of program materials, reviews training materials and courseware, and keeps them up to date.

Catalogs courses and where appropriate, coordinates their presentation.

Assists with scheduling student training in consultation with departmental training coordinators.

Assists with maintaining the training calendar and schedule for the training rooms.

Assists with preparing the training environment and resources, including setting up computers and peripheral equipment.

Facilitates small group sessions and team-building exercises.

Prepares marketing materials to advertise training opportunities.

Analyzes and reports evaluation results of training programs.

Develops and maintains knowledge of adult learning theory.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of adult learning theory, methodology, and course design techniques.

Ability to present training programs.

Ability to work independently and as a member of a team.

Ability to keep abreast of changing education/training technology.

Knowledge of trends in computer technology relating to software.

Knowledge of desktop applications.

Ability to communicate effectively, both orally and in writing, with internal and external customers.

Ability to demonstrate excellence in customer service.

MINIMUM QUALIFICATIONS

Bachelor's Degree in education, business or public administration, or a closely related field; or an equivalent combination of education, training, and experience.