

**CLASSIFICATION:** TRAINING AND DEVELOPMENT PROGRAM COORDINATOR

**Class Code:** 9466-18

**Date Established:** 07-08-76

**Occupational Code:** 7-3-3

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To coordinate and implement educational, training, and vocational programs for patients, residents, and clients at a state institution.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Reviews individual service, educational, training and vocational plans to meet individual's goals and objects.
- Consults with multi-disciplinary teams and other rehabilitation service disciplines in order to provide effective services to individuals.
- Coordinates daily work assignments of staff according to the needs of individual residents/clients/patients.
- Coordinates program class schedules for residents/clients/patients according to individual service plan.
- Completes and submits reports on specific training and development programs and overall program areas.
- Counsels residents/clients/patients regarding behavior or discipline problems in relation to training and education goals.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

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**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in adapted physical education, recreational therapy, education, or sociology. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year's experience in education, training and development programs for the developmentally disabled. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of the principles and practices relating to the development of the developmentally disabled. Extensive knowledge of group dynamics. Working knowledge of public relations and community development. Knowledge of training and education concepts. Ability to exercise sound judgement in planning and coordinating programs for the developmentally disabled. Ability to work and communicate with institutional residents. Ability to supervise. Ability to establish and maintain effective working relationships with other employees, clients, and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.