

**DESCRIPTION:** Under immediate supervision, presents class room and/or on-the-job training of new employee orientation or other training programs of a routine and recurring nature. Instruction primarily utilizes previously developed curriculum, materials and/or programs. Assesses effectiveness of the training presentations, curriculum and delivery, and recommends changes in format and delivery; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the first level in the five level Training Series (Instructor, Specialist I, Specialist II, Coordinator, Training and Development Manager). The Training Instructor class is responsible for presenting training of a routine and recurring nature, which is distinguished from the Training Specialist I class which is responsible to identify training needs, secure training location(s), develop curriculum, deliver training and curriculum and evaluate the effectiveness of training.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts prepackaged or standardized training sessions that provide basic job related skills, staff development and new employee orientation.

Schedules time, place and equipment for classes and/or instructional training. Obtains and ensures training handouts and other training materials are provided to students.

Develops or assists in the development of visual aids used in the presentation of training. Operates audio-visual equipment, power point equipment and other equipment to present instruction and training.

Evaluates the effectiveness of training seminars through various feedback methods and initiates minor changes in training program presentation and format and recommends changes to curriculum.

Monitors class room attendance and training participation.

Maintains agency training schedules and employee training records.

Coordinates training activities with contracted instructors, academic institutions and outside organizations. Assists in the implementation of programs and workshops by obtaining speakers.

Participates, as assigned, in the preparation of training courses.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: learning theories and techniques utilized in the field of adult instruction, training principles, methods and materials used.

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Ability to: develop and make presentations before groups; instruct individuals in a variety of ways; effectively communicate; follow instructions; provide others with instructions; establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience and/or training in planning and presenting information and/or education to others through formal training, workshops, seminars, or other instructional venues; Bachelor's degree in education, human resources, organizational communication, training and development or related field may be substituted for experience.

**SPECIAL NOTES:**

Some positions may require certifications in specific areas of instruction.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).