

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Training Director Supervisor 5		<b>Class Code:</b> 007HC5
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> SAM PAT 5	<b>Effective Date:</b> 5-16-14
	<b>Summary:</b> Incumbent is responsible for the development, assessment, planning, coordination and evaluation of diverse education programs.		

**Duties:**

- Ensures required training is provided to required staff in a timely manner;
- Provides leadership for the educational needs of the facility;
- Develops and maintains education and training programs;
- Plans and implements an orientation program for all new staff that addresses the needs and priorities of the facility;
- Communicates and distributes information regarding all In-Service and educational programs;
- Maintains, evaluates and disseminates information regarding quality and effectiveness of staff educational programs;
- Provides assistance to staff in completing in-services and educational requirements;
- Provides leadership to departments, service lines and managers regarding competency development;
- Revises established training materials, outlines and guidelines;
- Serves as the instructor for special classes or substitutes for instructors;
- Consults with various department heads in order to evaluate the quality and effectiveness of training programs and to identify operational problems which appropriate training might resolve;
- Maintains employee training records;
- Coordinates with guest speakers or arranges other educational opportunities;
- Performs related duties as required.

**Job Requirements:**

- Broad knowledge of training and educational methods and techniques;
- Extensive knowledge of the principles, practices and techniques of a broad area of training and education including texts and materials;
- Thorough knowledge of the agency's or institution's functions, operations and purpose;
- Practical knowledge of laws, rules and regulations governing mandated training within agency;
- Ability to develop, monitor and evaluate broad training program;
- Ability to assemble training materials including writing comprehensive manuals and assembling texts, films, slides and characters;
- Ability to establish effective and cooperative working relationships with trainees and entire agency staff;
- Ability to keep current on new trends, philosophies and available materials regarding adult education.

**Difficulty of Work:**

Work is broad in scope involving variables, which cover planning and implementation of a variety of diverse training courses. Extensive judgment is required in converting established courses guidelines or specific departmental needs into a relevant training curriculum. Incumbent must also use extensive judgment in scheduling training sessions in order to maximize program effectiveness and efficiency as well as be able to change the curriculum as circumstance dictate.

**Responsibility:**

Incumbent is responsible for planning, adapting and implementing training programs for a state agency or facility. Incumbent plans and monitors staff development according to the overall purpose of the training and according to the indicated desired results. Problems are discussed with an administrative official or consultant at the incumbent's discretion. Serves as the agency's technical resource in area of training. Work is reviewed for effectiveness of training curriculum and for conformance with practice and policy.

**Personal Work Relationships:**

Interfaces with all agency staff to ensure compliance of training requirements for staff. Works closely with department heads in resolving training problems and identifying needs.