

## **SAN DIEGO COUNTY OFFICE OF EDUCATION**

**CLASS TITLE:** STAFF DEVELOPMENT ASSISTANT

**DEFINITION:**

Under general supervision, assists in the implementation of a comprehensive internal staff development program, employee appreciation programs and related employee support programs that increase efficiency, strengthen employee knowledge and abilities, and job satisfaction, improve leadership and maintain the overall health and wellness of County Office staff; assists in ensuring that training programs align with organization development needs and the strategic intent of the County Office; provides administrative support for the County Office strategic planning process.

**SUPERVISION RECEIVED AND EXERCISED:**

This position receives general supervision from management staff and does not exercise supervision of other staff.

**REPRESENTATIVE DUTIES**

*This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**ESSENTIAL FUNCTIONS:**

Based on needs assessments, research topics and programs for course offerings and online learning resources.

Consult with managers and supervisors to assist in the identification of training needs for staff; conduct needs and interest assessments to identify program offerings for staff.

Assist in the research for, identification and implementation of training and development programs for a variety of program content modules related to the program objectives.

Provide information to staff, district employees, and the public regarding staff development and employee recognition programs.

Coordinate all logistical needs for presenters including process contracts for services.

Assist in identifying consultants, presenters and other program providers capable of developing and presenting training materials consistent with Employee Development Growth & Enrichment (EDGE) objectives.

Monitor, measure, evaluate and report on the effectiveness of services provided and participant satisfaction and recommend corrective action when required.

Coordinate and perform activities such as scheduling, preparing materials, and recordkeeping.

Arrange meetings of the EDGE Advisory Committee and prepare notes of proceedings.

Operate office computer software application programs to develop and design training and workshop schedules, evaluations, newsletters, promotional materials.

Update and maintain EDGE website.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to completion of college or university coursework leading to a bachelor's degree in education, psychology, human resource management or closely related field and three years of progressively responsible experience demonstrating the following knowledge and abilities.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Basic knowledge of leadership, organizational and staff development

**ABILITY TO:**

Communicate effectively orally and in writing

Work effectively independently and as part of a team with minimum supervision within guidelines and policies

Organize and prioritize work

Meet continuous deadlines in a fast-paced environment

Exercise appropriate judgment in making decisions

Establish and maintain effective working relationships with those contacted in the course of work

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

Maintain a work schedule and implement a work plan without close supervision

Motivate participants to successfully complete the program learning objectives

Demonstrate mature judgment, flexibility, and diplomacy

Demonstrate high standards of customer service and accountability for program results

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

ENVIRONMENT: Office environment

PHYSICAL DEMANDS: Physical ability to perform duties involving: hearing and speaking to exchange information; seeing to perform assigned duties; sitting and/or standing for extended periods of time; dexterity of hands and fingers to operate computer and other office equipment; lifting of light objects.

HAZARDS: N/A

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A valid California driver's license or the ability to provide transportation to and from urban and rural school/worksites is required.

Established: 7/2010

Revised: 9/2013, 3/2014

Approve by Commission: July 21, 2010