

CLASSIFIED TRAINING REPRESENTATIVE
SENIOR CLASSIFIED TRAINING REPRESENTATIVE

5650
5653

DEFINITION

Plans, develops, coordinates, and conducts staff development programs designed to improve job skills, group dynamics, and career development of classified employees, including one-on-one training to develop and/or improve job related skills of classified employees.

TYPICAL DUTIES

Plans, develops, and implements training sessions and staff development programs by conducting needs analyses, developing curriculum, selecting appropriate means of presentation, and conducting staff development sessions.

Provides one-on-one, on-site, and web-based training to school office staff.

Coordinates staff development programs by selecting qualified speakers and instructors; arranging for training facilities and visual aides; and preparing and distributing announcements and resource guides.

Plans, develops, writes, revises and maintains program outlines, bulletins, memorandas, website, and handbooks; and manuals for training purposes.

Meets with District employees and administrative personnel to discuss needs related to staff development training and to explain and develop relevant training and developmental workshops and programs.

Leads group meetings and may recruit and train other personnel as group leaders and speakers.

Advises employees and supervisory personnel on individual problems and explains applicable regulations and procedures.

May make oral presentations at employee meetings, workshops, and other conferences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Classified Training Representative performs training-needs analyses; designs, develops, coordinates, and conducts training and staff development sessions and programs; and evaluates the effectiveness of training efforts related to classified personnel.

A Senior Classified Training Representative performs the same duties as Classified Training Representative, except that a Classified Training Representative manages less complex projects than those managed by a Senior Classified Training Representative.

The Supervising Classified Training Representative supervises, coordinates, and prioritizes activities related to a District-wide staff development program for classified employees and coordinates District clerical mentoring programs.

An Information Technology Trainer I assists with the development of courseware, delivers programs as the co-instructor for complex applications and may be lead instructor for foundation applications, and answers basic technical support calls on District applications.

SUPERVISION

General supervision is received from the Supervising Classified Training Representative. Work direction may be exercised over lower-level support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques of staff training and development
- Student record keeping, personnel assignment payroll reporting, and budget maintenance systems and procedures at school sites
- Effective development and use of manuals and training aids
- The role of the School Administrative Assistant (SAA), Senior Office Technician (SOT), Office Technician (OT), and other related classifications in schools and Educational Service Centers
- Procedures to be used in school/ Educational Service Centers /district offices
- Planning, preparation, and evaluation of training courses
- Office practices and procedures related to work flow
- Microsoft Office Outlook, Word, PowerPoint, Publisher, and Excel
- Purchasing functions
- Technology
- Leadership skills
- Supervision, organization/time management
- Career development in LAUSD
- Customer service skills
- Workplace ethics
- District organization and both formal and informal procedures and lines of communication

Ability to:

- Operate a computer to create, edit, and store and retrieve documents and data
- Analyze training needs and develop appropriate training programs
- Conduct effective training sessions for groups of employees using live and web-based formats
- Understand, interpret, and apply complex technical material, rules procedures, policies, and regulations
- Present technical concepts and procedures clearly and concisely in oral and written communication
- Establish rapport quickly and effectively with groups and individuals
- Develop and select staff development programs (Senior CTR only)

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of School Office Procedures Certificate Program, a supervisory certificate program, and/or other Organizational Excellence classes is highly preferable. College-level courses in teaching/training methods, supervision, organizational development, and management are highly preferable.

Experience:

Classified Training Representative:

Five years of school site experience at or above the School Administrative Assistant level that included at least one year of experience in each of the following areas: The application of Los Angeles Unified School District student record keeping, personnel, or financial procedures; the input and retrieval of data using an office computer or terminal; school office experience (preferably at the elementary and secondary levels); and supervision. Three years of payroll experience is also required. The required experience may have been gained concurrently.

Successful completion of a "Train the Trainer" program must be completed by the end of the probationary period.

Senior Classified Training Representative:

Six years of school site experience at or above the School Administrative Assistant level that included at least two years of experience in each of the following areas: The application of Los Angeles Unified School District student record keeping, personnel, or financial procedures; the input and retrieval of data using an office computer or terminal; school office experience (preferably at the elementary and secondary levels); and supervision. Three years of payroll experience is also required. The required experience may have been gained concurrently. Experience as a Classified Training Representative or formal training experience is highly preferable.

Successful completion of a "Train the Trainer" program must be completed by the end of the probationary period.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

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08-11-14
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