



## **HUMAN RESOURCES WORKFORCE DIVERSITY & DEVELOPMENT TRAINING COORDINATOR**

### **BASIC FUNCTION**

Under general supervision, participate in the coordination, development and delivery of a variety of focused training events in support of aspiring and licensed professional educators and administrators, school support staff, District on-boarding of new employees, and related Human Resources sponsored trainings; participate in developing, leading, and implementing priorities which sustain a richly diverse, inclusionary workforce and supports the District's racial educational Equity policies and goals.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Develop, coordinate, track and monitor comprehensive master calendars of Human Resources sponsored staff development and training activities; communicate trainings, calendars and schedules across the District to ensure maximum outreach and participation of target audiences. "E"
- Provide logistical support to assigned training programs; locate and arrange for training sites, presenters, equipment, meal service and related services and activities; prepare and distribute program agendas, producing training materials and scheduling training sessions. "E"
- Proficient in Word, Excel, PowerPoint, and other software applications strategies (both synchronous and asynchronous) used for online training. "E"
- Monitor budgets and prepare payments for services obtained through the Workforce Diversity & Development Department. "E"
- Lead, organize, and implement the logistics of University Vouchers in accordance with University Partners and the PPS Payroll Department "E"
- Serve as a resource to ensure logistical needs of internal and/or external recruitment events are planned, organized and addressed. "E"
- Obtain staff information relating to training requirements of the district, maintains lists and distributes data as appropriate. "E"
- Coordinate with the Office of Teaching & Learning, Special Education, IT, Dual Language, Security Services, and/or other departments to determine training needs across the school district "E"
- Track, coordinate with IT, and process training attendance and registration for all trainings while utilizing the districts LMS system (Pepper). "E"
- Participate, plan, and execute Diversity, Racial Equity & Inclusion strategies as they relate to recruitment, retention, and training strategies. "E"
- Research, source and participate in coordinating timelines, submission deadlines and applications for grants and external funding which provide opportunities and support for enhancement of the district's aspiring educator, administrator and professional educator training and development. "E"
- Participate in designing and maintaining a variety of basic and routine training program surveys, evaluations and similar reporting data collection tools to effectively monitor and analyze training programs' effectiveness.
- Participate on, coordinate and support a variety of advisory groups, partnerships, and internal and external stakeholder meetings in support of division training and district priorities. "E"
- Demonstrate the ordering, categorizing, manipulating, and summarizing of data and analyzing graphs. "E"
- Schedule, develop and deliver presentations, workshops and training materials to educate district staff and community stakeholders regarding local state and federal employment laws, District Human Resources practices, policies and procedures, and related areas; coordinate with external partners and cross-functional teams to promote Portland Public Schools staff development and training priorities and district goals. "E"

- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the [PPS RESJ Framework and Plan](#), and the [PPS RESJ Partnerships Investment Strategy](#) and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Develop, update and monitor the Human Resources training division website, designated District internal communications sites, approved social media and inter/intranet sites related to division activities; prepare a variety of memos, documents, budget items, forms, written and oral reports, and presentations. “E”
- Facilitate/co-facilitate presentations on a variety of areas to include Bias Awareness, Racial Equity, etc. “E”
- Perform related duties as assigned

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Human Resources Training Coordinator supports the oversight, coordination and sponsorship of the Human Resources training division calendar, technical trainings, mandated district online trainings, partners in professional educator staff training and development and related areas. Employees in this classification represent the District to promote and present a variety of professional development trainings in partnership with subject matter experts across the school district which enhances the skills and knowledge of staff. Employees in this classification explore and develop strategies to align activities directly to the district's [Racial Educational Equity Policy](#), [PPS Educator Essentials](#), and the Human Resources' Strategic Plans and Goals.

*Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Basic principles of adult learning theory
- Interpreting data & analyzing graphs
- Project Management Skills and record keeping
- District policies, procedures, organizational structure
- Methods of survey development, statistical analysis and measurement
- Database, excel, spreadsheet, web design, Google Suite, Presentation software
- Principles, methods, techniques related to coordinating online/Hybrid events
- Diversity, Equity, Inclusion strategies and processes in employment training and service delivery
- Materials, methods, techniques, and procedures employed in staff training and development

#### **Ability to:**

- Represent the district in a variety of public settings
- Develop staff training surveys and needs assessments
- Develop workable implementation plans and strategies
- Prepare, present complex data in written and oral reports
- Coordinate and Lead Professional Development Trainings
- Deliver a high level of customer service to all district stakeholders
- Demonstrate strong interpersonal, written and verbal communication skills
- Track, monitor and complete a variety of grant, budget and finance materials
- Focus on solving conflict and exhibits objectivity & openness to others' views
- Contribute to building a positive team to build commitments to goals and objectives
- Advocate, model, learn and implement PPS Racial Equity policies and other board policies
- Practice inclusion, equity and diversity in the development and delivery of training programs
- Deliver professional presentations to a variety of district, public and community stakeholders
- Adapt to and thrive in a fast-paced environment with a demanding workload and changing/competing priorities, timelines and deadline

### **Education, Training and Experience:**

A Bachelor's degree in Communications, Education, Human Resources, Public Administration or a related field and two (2) years of experience coordinating, organizing, leading online and face to face events focused on adult professional development, and assisting with HR hiring processes is required.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

### **Preferred Qualifications**

- Google Suites
- Bilingual and or Bi-cultural lived experience
- Providing online Professional Development Trainings
- Experience working in a richly diverse community and/or K-12 education environment

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### **Special Requirements:**

Work hours will include occasional evening and weekend attendance at meetings, trainings, workshops and similar events.

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with public contact or in a virtual environment. Work hours occasionally include irregular hours depending upon events.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting with occasional classroom/meeting room settings; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to set-up and break down adult learning centers; retrieve and store training materials, files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Non-Exempt  
Bargaining Unit: N/A  
Salary Grade: 23

Approval Date: June 5, 2015  
Revised: October 17, 2019

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P