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## HUMAN RESOURCES TRAINING & DEVELOPMENT COORDINATOR

### **BASIC FUNCTION**

Under general supervision, participate in the coordination, development and delivery of a variety of focused training programs 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.

### **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; monitor budgets and prepare payments for services and reimbursement vouchers in accordance with District policy. *“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. *“E”*
- Participate on, coordinate and support a variety of advisory groups, partnerships, and internal and external stakeholder meetings in support of division training programs. *“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 initiatives. *“E”*
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Affirmative Action Policy, Equity in Public Purchasing and Contracting 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 education and business 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”*
- Perform related duties as assigned.

*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.*

## **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Human Resources Training and Development Coordinator supports the oversight, coordination and sponsorship of the Human Resources training division calendar, technical trainings, mandated 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 trainings focused on legal compliance in employment, new employee on-boarding and other areas which enhance the knowledge and effectiveness of staff in the conduct of their work.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

Principles, methods, and techniques involved in the coordination of training programs.

Basic principles of adult learning theory

Materials, methods, techniques, and procedures employed in staff training and development

Diversity and cultural competency initiatives in employment training and service delivery.

Methods of survey development, statistical analysis and measurement.

District policies, procedures, organizational structure.

Database, spreadsheet, web design, word processing, internet and presentation software.

Public speaking techniques.

Record-keeping and report preparation techniques.

Internet/intranet, webpage development, social media, presentation, word processing, database and spreadsheet software.

### Ability to:

Coordinate staff training and development programs.

Develop and conduct staff training and development needs assessments.

Consult with supervisor, administrators and staff to define and design training and development programs.

Practice inclusion, equity and diversity in the development and delivery of training programs.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Affirmative Action, Equity in Public Purchasing and Contracting and other board policies.

Demonstrate strong interpersonal, written and verbal communication skills.

Adapt to and thrive in a fast-paced work environment with a demanding workload and changing/competing priorities, timelines and deadlines.

Track, monitor and complete a variety of grant, budget and finance materials.

Work independently under minimal supervision.

Deliver professional presentations to a variety of district, public and community stakeholders.

Work collaboratively with a variety of people and establish effective relationships with those contacted in the course of work.

Interpret, apply and explain complex rules, regulations, policies and procedures.

Deliver a high-level of customer service to district stakeholders.

Prepare and present complex data in written and oral reports.

Represent the district in a variety of public settings.

Operate a variety of office machines, technologies and related software.

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

An Associate's degree in Communications, Education, Human Resources, Public Administration or a related field and five (5) years of experience conducting training needs assessments, coordinating, developing and delivering adult training programs, including experience preparing reports and making public presentations is required.

A Bachelor's degree in one of the identified fields will substitute for two (2) years of the required experience; a Master's degree in one of the identified fields will substitute for three (3) years of the required experience.

ASTD (American Society for Training and Development) or similar certification is preferred. Experience working in a richly diverse K-12 school district or public agency is desirable.

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

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 and frequent interruptions.

**Hazards:** Potential conflict situations.

**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: Non-Represented  
Salary Grade: C

Approval Date: June 10, 2015

*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