



TRAINING AND DEVELOPMENT ASSISTANT

Reports to: Executive Director, Teacher Induction Program

Division: Curriculum & Instruction

Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record of establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible, and take ownership of all the tasks and responsibilities of the position. You conduct research, communicate effectively and solve problems, or collaborate with other technical colleagues in that pursuit. You are committed to providing the best service available to the Santa Barbara County Education Office and the school districts it serves.

General description

Provides logistics, technical, and administrative support of professional development, in-service training, and related events. Develops and maintains participant and subject matter information. Provides administrative assistance to the Executive Director, Coordinator, and other support personnel.

Specific duties and responsibilities

- Prepares schedules for pre-training preparation that includes timing of announcements, mailings, receipt of registrations, scheduling of locations and dates, arrangements for audio visual, materials, hospitality, and post-session feedback
- Provides support to project-based assignments that new teachers receive supplementing training
- Reviews, corrects, and grades written assignments and reports on behalf of the Executive Director and records outcomes in participant files
- Maintains up-to-date files of participant data including reviewing and entering grades for assignments, suspense dates for critical deadlines, and status of work-in-progress. Maintains lists and other information of participants
- Produces initial Memorandum of Understanding, confirmation letters, fee statements, invoices, billings, other mailings, and registration support
- Provides technical support to on-line training
- Assists presenters and teacher participants with accessing training and assignment source documents, and scheduling of on-line content
- Reviews participant Individual Learning Plans (ILP) in accordance with professional standards
- Processes verification of completion to contribute to the program's responsibility in recommending credential advancement to the proper certifying agency
- Prepares and distributes announcements, notices, schedules, and other materials to populate training programs and also develop interest and awareness in education and in-service training
- Develops and maintains individual program participant records in data management system
- Arranges and confirms program venues speakers, reviewers, panels, etc.



TRAINING AND DEVELOPMENT ASSISTANT

- Provides support to events-in-progress, including but not limited to records program attendance, multi-media support, production and distribution of materials, supplies, refreshments, provides technical support with online classroom, sends post event evaluations
- Maintains course descriptions, correspondence, and enters grades in support of the partnership with UCSB Extension
- Composes a variety of correspondence on behalf of the Executive Director and Coordinator in original formats such as multi-media presentations, memos, requisitions, forms, letters, reports, agendas, and website posts
- Assists with budget planning and monitoring of active budgets, prepares payments for monthly billing statements
- Prepares fee and expense statements for participants
- Performs other duties as assigned that support the overall objective of the position

Requirements

Education: This position typically requires a Bachelor's degree in Journalism, English, Instructional Design, concurrent experience supporting training or editorial capacity, and one year of event management experience.

Experience: An Associate's degree with an emphasis on event management, administrative or academic support, and 4 years of experience may be accepted.

Knowledge and skills

- Knowledge of workshop, conference, and in-service training preparation and coordination from inception to design to implementation and feedback
- Knowledge of instructional design for use in professional development environments
- Knowledge of, and skills in, graphic arts, desktop publishing and related tools used for producing training materials and program materials
- Requires a working knowledge of spreadsheet, word processing, database management, and interface programs
- Requires sufficient problem-solving skills to work from standing instructions and develop action plans for completion of all phases of an assignment
- Requires math skills sufficient to compute sums, quotients, fractions, percentages, and ratios
- Requires advanced knowledge of proper English usage, grammar, spelling, punctuation, and format to edit reports and project documentation and prepare professional correspondence
- Requires well-developed human relation skills to coordinate work of others, make announcements to small groups, and convey a positive image of the SBCEO

Abilities



TRAINING AND DEVELOPMENT ASSISTANT

- Perform all of the relevant duties of the position with general direction
- Edit and critique professional writing from introductory, argument and discussion, to conclusions
- Prepare visually appealing flyers, forms, and handouts
- Convert a project objective into a sequenced list of tasks and action plans
- Write correspondence in a professional manner
- Operate a personal computer terminal, printers, and specialized software
- Prioritize work in order to meet deadlines and maintain schedules in an environment where multiple deadlines are common and sometimes overlap
- Work effectively as part of internal and external teams devoted to customer service
- Requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping
- Carrying and lifting of materials for workshops
- Visual acuity sufficient to recognize people, words, colors, spatial relationships, and numbers
- Hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment
- Speaking and hearing sufficient to project voice to a small group of people, speak and hear over the phone, and carry on routine conversations

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions

Work is performed in an indoor environment with minimal health and safety considerations. Travel from site to site with lifting and transportation of workshop materials and supplies is required.

Salary range 73

Approved by the Personnel Commission: June 23, 2016
Revised: June 28, 2018