

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF TRAINING

Basic Purpose:

Positions in this job are responsible for directing a training academy for cadets, providing job specific training, and department-wide training that includes pre-service and various certification training programs.

Typical Functions:

- Responsible for the operations of the department's training academy and the delivery of pre-service and specialized training for targeted groups of employees and for the design and delivery of training curriculum which complies with applicable laws, rules and regulations, and procedures and promotes staff professionalism and development.
- Evaluates and assesses the department's training needs, and develops, implements, and administers policies, procedures, and standards for the department's training activities.
- Ensures that recent legal developments, job task analysis results, and current developments in correctional training and methodology are incorporate into the department's training programs.
- Manages the budget, staff, and resources for the assigned area(s); prepares and monitors contracts for delivery of training, supplies, and personnel services

Knowledge, Skills, and Abilities:

Ability to plan, direct, coordinate, motivate, and evaluate the activities of others; to interpret, analyze, and resolve highly complex and technical information; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Bachelor's degree and five (5) years of experience in a correctional field, two (2) years of which were in a supervisory or administrative capacity.

Preferred Qualifications: Master's degree and five (5) years of supervisory or administrative experience in a correctional setting or adult education or closely related field.