

Oklahoma Department of Corrections
Unclassified Job Descriptor

TRAINING COORDINATOR

Basic Purpose:

Positions in this job are assigned responsibilities involving the state-wide training and professional development of employees in various topics or skills. This includes the preparation of lesson plans and other materials to be used in conducting training, scheduling and coordinating various workshops, classes, or seminars, and conducting and/or facilitating training in a variety of settings, and evaluation of training processes.

Typical Functions:

- Provides training and instruction for specialized courses (such as, but not limited to, leadership development, instructor development, and PREA) within the agency. May assist with provision of training at a facility level.
- Conducts job analyses and assessments to evaluate employee training and professional development needs and evaluates training programs.
- Designs, develops and updates training courses and curriculum; conducts research as necessary; prepares lesson plans, participant manuals, videos and graphics using adult education and training principles and techniques.
- Prepares training reports and maintains training records on participants.
- Schedules and coordinates training sessions and locations.
- May provide supervision to other training officers in planning and conducting training programs.
- Coordinates department or division training or organizational development programs.
- Manages contracts with service providers.

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Knowledge, Skills, and Abilities:

Knowledge of the adult education principles and techniques; of classroom and on-the-job training principles; of leadership and organizational development principles; of problem-solving and interviewing techniques; and of group facilitation and conflict resolution techniques. Ability is required to conduct classroom training, workshops or seminars; to use video, audio, and other types of equipment to present training; to communicate effectively both orally and in writing; to prepare lesson plans and other training materials; to establish and maintain effective relationships with others; to design surveys and analyze survey results; and to conduct research using the Internet and other computer-based resources.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two years of experience in training, adult education, professional level corrections, or human resource development, or an equivalent combination of education and experience, substituting one year of the specified experience for each year of the required education.

Special Requirements:

Extensive travel and occasional overnight stays are required. In order to perform necessary travel, applicants must possess a valid driver's license at the time of appointment and retain a valid driver's license while assigned to this job classification.