

Oklahoma Department of Corrections
Unclassified Job Descriptor

TRAINING SUPERVISOR

Basic Purpose:

Positions in this job are assigned responsibilities for supervision of Training Specialists and Correctional Training Officers. This includes evaluating quality of training delivered to staff as well as determining employee training needs, reviewing and updating curriculum and conducting training on various topics and skills.

Typical Functions:

- Provides supervision to Training Specialists and field Training Officers in planning and conducting correctional training programs.
- Assists Training Specialists and field Training Officers in preparing any required lesson plans or other materials; conducting classes, workshops or seminars when necessary; evaluating participant results and other related activities.
- Serves as Curriculum Review and Development Team member; reviews lesson plans, participant manuals, videos and graphics.
- Conducts job analyses and assessments to evaluate employee training needs; prepares training statistical reports.
- Manages training operations in assigned areas to ensure that services are provided effectively and efficiently and ensures training requirements are met.
- Assists in developing and updating curricula, conducting research, evaluating training programs, conducting trainer development and leadership development programs, and coordinating distance learning programs.
- Ensures training materials and equipment is available, maintained and inventoried.

Knowledge, Skills, and Abilities:

Knowledge of the principles and methods of employee training; of correctional security policies and procedures; of various types of equipment used in adult education; 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 communicate effectively both orally and in writing; to prepare lesson plans and other training materials; to establish and maintain effective relationships with others; to

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design surveys and analyze survey results; to conduct research using the Internet and other computer-based resources; and to supervise and direct the work of others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and 4 years of experience in training, adult education, human resource development, correctional or security work, or social casework which involved the classification and assignment of offenders; or an equivalent combination of education and experience, substituting one year of the specified experience for each year of the required education.

Special Requirements: 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.