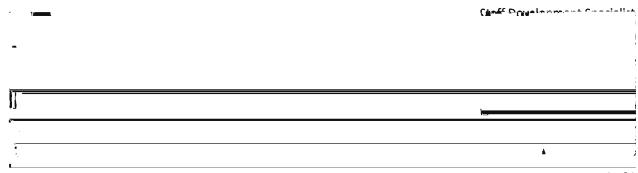
## SANTA CLARA COUNTY OFFICE OF EDUCATION Personnel Commission

CLASS TITLE: STAFF DEVELOPMENT SPECIALIST

**BASIC FUNCTION** 

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Prioritizes and responds to requests for professional development services from a variety of diverse departments and branches

Assists with the coordination of training facility arrangements and serves as a meeting facilitator for the Office

Creates, prepares and presents comprehensive reports and summaries

Interviews, evaluates and recommends training presenters

## **OTHER DUTIES:**

Performs related duties as assigned

## **KNOWLEDGE AND ABILITIES**

## **KNOWLEDGE OF:**

Adult learning theory and effective methods of training and staff and career development programs. State-of-the-art technology and innovative methods of organization and staff development. Group dynamics and human behavior.

Advanced technical skills in formulating and evaluating training methods and programs.

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Operate a computer and assigned software Use visual aids effectively.

EDUCATION AND EXPERIENCE	
Generally, the required knowledge and abilities will have been neutroline and nymetions of control of the contr	acquired through any combination o
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