

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: STAFF DEVELOPMENT SPECIALIST

BASIC FUNCTION

~~Under direction of the Director, L. M. ... Organization Development, assist in the planning~~

[REDACTED]

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.

[Redacted]

Operate a computer and assigned software
Use visual aids effectively.

EDUCATION AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to:

[Redacted]

Bachelor's degree from a recognized college or university with major coursework in training and staff

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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