



Job Description

Job Title: College Staff Development Specialist

JTC: DAC

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting with the collaboration, planning and monitoring of logistics for professional development training, events, programs and other initiatives for the college that help employees improve their skills and job knowledge.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The ability to monitor, recommend, arrange and coordinate staff development programs and initiatives, including training programs, special events, and meetings. Exercise knowledge of the principles, practices, methods and techniques in training development and the functions and services of the departments operations.

The ability to define problems, collect data, establish facts and draw valid conclusions. Ability to organize, prioritize and manage work assignments in an effective and productive manner. Experience assessing and evaluating training needs.

Build and maintain productive working relationships with diverse, multicultural individuals across all lines of the organization. The ability to lead and guide others to develop new skills or knowledge that will enhance their work. Experience preparing correspondence and narrative/statistical reports.

Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions. Demonstrated experience on the use of innovative methodologies for efficient and effective delivery of training.

Ability to meet the public in situations requiring tact, diplomacy and poise. Experience in leading discussions, making formal presentation and communicating effectively both orally and in writing. Strong interpersonal and communication skills and experience presenting training materials to diverse groups. Able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree with two (2) years of work-related experience. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the full spectrum of strategic, operational and tactical duties from developing operational memoranda, defining college policies and providing instructional logistical support for professional development sessions. Applies the principles of Instructional Systems Development (ISD) in the analysis, design, development, implementation and evaluation of professional development activities and programs.

Collaborates with employees, college leadership and organizations to identify specific training and development needs. Responsible for creating courses in Colleague, enrolling late registrants and assigning staff enrichment credits. Develops, administers and analyzes college-wide surveys in order to enhance programs and meet organizational goals.

Works directly with college leadership to ensure employees are provided opportunities to participate in various college staff development programs and follow applicable policies and requirements. Responsible for purchasing and oversight of contracted and non-contracted vendors. Effectively administer, facilitate and manage a wide range of staff development programs, services, projects and initiatives.

Posts/schedules upcoming training events, meetings and workshops; facilitates room reservations; organizes equipment setups, audio/video aids and ensures all materials are available and ready for utilization. Tracks and records employee registration and participation; prepares reports on program outcomes; compiles statistical and narrative data.

Provides informational briefings and facilitates training sessions for supervisor and targeted employee groups. Lead committees and work groups, clearly articulates purpose, strategy and goals and provides opportunities for dialogue and collaboration.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.