



## Job Description

**Job Title:** Computer Training Coordinator,  
Human Resources

**Position Code:** 6E00, FE00

**Job Classification:** Exempt

**Supervisor:** Employment Coordinator,  
Support Staff

**Pay Grade:** 31

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for developing, coordinating, and presenting training programs to division support personnel. Position consults with managers and supervisors regarding the need for training programs; establishes learning objectives; designs training sessions and materials; and evaluates the effectiveness of training. Position coordinates training with outside vendors as necessary; monitors a training budget; maintains records; and prepares related reports.

### **Essential Duties**

1. Consults with managers, supervisors, staff, and technology services personnel to determine current and anticipated training needs.
2. Establishes learning objectives and goals for training sessions; and develops training outlines and timelines.
3. Designs, develops and conducts training sessions; and evaluates/approves proposed course curriculum, methods, and materials submitted by outside vendors.
4. Determines the most appropriate delivery method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques.
5. Develops and/or selects appropriate training materials such as handouts, technical training handbooks, demonstration models, multimedia visual aids, reference works, and hands-on exercises.
6. Develops marketing/promotional materials to encourage participation in upcoming training initiatives and activities.
7. Schedules training sessions; develops registration procedures; ensures that the training facility is setup; ensures that employees are notified; and coordinates other practical elements involved with planning employee training activities.
8. Develops exercises/tests to evaluate participants' knowledge of the material presented; and certifies attainment of training benchmarks.
9. Coaches and supports employees with developing their skills and improving job performance.
10. Evaluates the effectiveness of training sessions; studies follow-up evaluations; and recommends/implements improvements.
11. Maintains a knowledge of computer programs/systems and initiatives of the division.
12. Update and maintain Human Resources Operational documents, including but not limited to Human Resources SOP, Personal Action Forms, and New Employee Forms.
13. Conducts New Employee Orientations.
14. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Keeps abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Employment Coordinator, Support Staff or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and Abilities Required)**

Must possess a Bachelor’s degree in computer science, training/human resources development, business administration, or a related field and some experience in a related technology training position; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess knowledge of the principles, practices, and current issues involved with conducting training initiatives. Must possess knowledge of adult learning theory and training design/development. Must possess knowledge of micro-computer databases, operating systems, business computer applications, and instructional applications. Must possess the ability to determine technical training needs; develop training materials; plan/conduct training programs; and evaluate/coordinate the activities of outside vendors. Must possess excellent organizational, human relations, and communication skills.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Employment Coordinator, Support Staff

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Computer Training Coordinator, Human Resources will be required to follow any other instructions and to perform any other related duties as assigned by the Employment Coordinator, Support Staff or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

**Revised 7/13 (LM)**