



# **City of Phoenix**

## **CURRICULUM AND TRAINING COORDINATOR**

**JOB CODE 05030**

Effective Date: 11/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to develop, coordinate, and participate in training and development programs. Work includes conducting needs analyses, developing and writing training proposals including behavioral objectives, participating in the instruction of programs, and monitoring and evaluating training programs. Incumbents are also responsible for administering outside contracts, program budgets, and program curricula. Curriculum and Training Coordinators must be able to facilitate the organizational development plan with a specific departmental training request and consult with department managers, school district administrators, or other personnel to develop training objectives. Close and continuous coordination with department managers or school faculty, program participants, outside contractors, and program instructors is required. Work is performed under the general supervision of the Employee Development Supervisor, Police Community Relations Bureau School Resources Sergeant, or department supervisor with performance evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes, coordinates, and evaluates all training programs;
- Conducts workshops, conferences, and other training sessions;
- Conducts training needs analyses and determines training objectives;
- Designs and develops guides and manuals required for each training program;
- Revises existing training programs;
- Prepares and assists program instructors with teaching preparations such as program content, lesson plans, syllabus, and audio visual materials;
- Consults with department managers and other management groups to analyze and determine appropriate training resources;
- Evaluates training programs and writes reports of program results;
- Participates in training programs to remain current in the training and development field;
- Advises City employees on curriculum materials and educational programs available;
- Writes proposals for new training programs;
- Evaluates the feasibility of specific training requests;
- Maintains regular and reliable attendance;



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Group dynamics and human behavior and the effects of both on members of a group.
- The principles, training methods, and techniques used in current training field practices.
- Training program development, monitoring, and control systems.
- Principles and practices of adult education.
- Learning theories and techniques as they apply to training.

Ability to:

- Work cooperatively with all levels of employees, and with other governmental, educational and private agencies.
- Comprehend and make inferences from written materials in the English language.
- Communicate orally with other employees and the general public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Instructs others in a classroom setting.
- Prepare clear and accurate written documents and reports using proper business English sentence construction, grammar, and punctuation.
- Move light objects (less than 20 pounds) short distances (20 feet or less).
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- For positions in the Police Department, appropriate polygraph and background standards must be met.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of experience in training and development programs at a level which required supervision or participation in the planning and programming process,



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including one year of experience developing supervisory or management training programs, and a bachelor's degree in education, business, sociology, psychology or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.