

STAFF DEVELOPMENT TECHNICIAN

DEFINITION:

Under general supervision of a district or program administrator, performs responsible clerical and technical work involving implementation of staff or professional development programs for the District or the West Orange County Professional Development Center; coordinates logistics for and facilitates workshop and inservice training activities; gathers/maintains required program information and participation data and prepares required documentation or reports; performs related work as necessary or required.

CLASS CHARACTERISTICS:

Positions in this class coordinate and facilitate all logistical aspects of organizing the presentation of workshops and/or inservice training activities for the District's staff development and/or Beginning Teacher Support & Assessment (BTSA) programs for the West Orange County Professional Development Center. Incumbents utilize independent judgment in performing their tasks, duties and responsibilities, which vary according to the type of workshop or staff development activity. These positions are pivotal in facilitating on-going educational programs and the efficient operations of staff and/or professional development activities.

EXAMPLES OF DUTIES:

Prepare and distribute flyers advertising and describing the topics and presenters of workshops, seminars and other staff or professional development activities. *E*

Responsible for logistical support for the workshops/presentations including: meeting room/facilities arrangement and set up, hardware (video and/or computer projection equipment and software for visual aids), refreshments, etc. *E*

Prepare materials for handouts from camera ready or rough draft originals as needed or requested by presenters. *E*

Make computations, compile data, maintain a data base or lists of participants, bill outside agencies or appropriate district fund accounts and monitor/maintain financial and other records. *E*

Prepare Board agenda items required to employ consultants and/or teachers, or for teachers to attend external staff development events. *E*

Prepare and/or process teacher extra duty compensation requests, inter-agency agreements, and ensure availability of substitute employee resources for internal staff development activities held during work hours. *E*

Perform a wide variety of responsible clerical and technical work involving typing, proofing, filing, recording, inputting and extracting information from a variety of written or computerized records for reports and summaries.

Create, maintain, and modify forms and/or data bases for reporting and tabulating data.

E denotes an essential function of the job.

Operate a variety of office and/or specialized equipment which may include: data and word processing systems, computer video projector, video conference, camera and microphone controls, and/or satellite downlink.

Answer telephone and written inquiries, compose routine correspondence and relay technical information.

Make appointments, set up meetings and maintain calendars for a district or program administrator.

Regularly use independent business judgment in performing tasks.

May train new or substitute support staff on applicable office and/or district policies and procedures.

SUPERVISION:

General supervision is received from a district or program administrator.

May monitor and coordinate the work of college assistants/aides.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, terms, and equipment;
Standard record keeping, filing systems and procedures;
Word processing, spreadsheet and data base computer applications;
Business office telephone techniques and etiquette;
Appropriate English usage, spelling, grammar and punctuation;
Business mathematics and clerical, accounting procedures.

Ability to:

Perform a wide variety of responsible clerical work of above average difficulty, working independently with infrequent direct supervision;
Understand and carry out instructions applying and exercising sound business judgment;
Deal effectively with a wide variety of personalities and situations requiring the exercise of diplomacy, tact, poise and maturity;
Communicate accurately, effectively and courteously both orally and in writing;
Keyboard at a net corrected speed of 50 words per minute;
Perform mathematical and clerical, accounting computations with speed and accuracy;
Operate and maintain various standard and specialized office equipment;
Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the skills, knowledge and abilities listed above are considered to possess the necessary education to succeed in the position. Typically this knowledge and these skills and abilities are acquired through several years of wide-ranging responsible experience in secretarial and clerical office environments involving public contacts. Supplemental training in data/word processing systems desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push and pull up to 50 pounds; frequently sits; occasionally stands, walks, stoops, bends, kneels, and reaches over head; uses a computer and telephone; communicates clearly and is able to understand normal voice conversation; repetitively uses fingers on both hands simultaneously; visual acuity sufficient to see small details in a typical office environment; works inside; may have direct contact with public, district staff and employees of other districts; frequently has high volumes of work under tight deadlines without direct guidance from supervisor.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver's License.

Classification eliminated 4/97

Reinstatement of classification as revised 9/18/01

Revisions effective 8/5/04