



Job Description

TITLE: Training Instructional Coordinator	JOB CODE: 3885
DEPARTMENT: Juvenile Services	FLSA: Non-Exempt
PREPARED: November 2005	LOCATION: Farmington, NM
UPDATED: April 27, 2021	

Summary: Under limited supervision of the Juvenile Services Director, the Training Instructional Coordinator must be enthusiastic, motivated, and conscientious to develop, conduct, and manage the training program and training activities; research and formulate training curriculums and instructional methods; and participate with training needs analysis for juvenile detention center staff. The Training Instructional Coordinator must have excellent communication skills to deliver effective training sessions for a comprehensive and compliant training program.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Participate in needs analysis studies with center staff on various aspects of the detention program, including basic psychological techniques for handling juveniles, liability training and other new and regular training.
- Confer with management to gain knowledge of specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies.
- Formulate teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Select or develop testing and evaluation procedures to be used at completion of training.
- Conduct training sessions covering specified areas such as new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, health and safety practices, public relations, refresher training, promotional development, and leadership development.
- Test trainees to measure progress and to evaluate effectiveness of training.
- Report on progress of employees under guidance during training periods.
- Revise design of training curriculum and methods to improvement effectiveness.
- Serve as the PREA (Prison Rape Elimination Act) coordinator; assist and provide guidance and corrective actions.
- Monitor safety and workplace standards; conducts safety training; assist with safety violation investigations and implementing corrective actions; ensure compliance with County's safety program, OSHA, and other federal and state laws.
- Maintain fleet management for Juvenile Services to include preventative maintenance, repair, and service to be coordinated with Public Works shop.
- Develop and maintain tracking system for routine employee CYFD and NCIC background checks.
- Develop project plans; coordinate projects, communicate changes and progress; complete projects on time and budget; manage project team activities.
- Assist the Director with administrative tasks as assigned, ensuring compliance with all standards for training.
- Handle sensitive and confidential data; ensure the quality and integrity of all information produced.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of training and instructional principles, practices and techniques.
- Knowledge of the principles and practices related to juvenile behavior and learning.

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Training Instructional Coordinator

- Knowledge of the laws and regulations relating to juvenile services.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies and procedures.
- Knowledge of vehicle management program and recordkeeping.
- Knowledge of County's safety program; cert; CPR basic first aid
- Skill in administering PREA requirements and HIPAA privacy regulations.
- Skill in researching and collecting data and designing work flows and procedures.
- Skill in identifying and resolving problems in a timely manner.
- Skill in prioritizing and planning work activities to use time and resources effectively.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software.
- Ability to respond effective to the most sensitive and confidential sensitive inquiries or complaints.

Education and Experience:

- Bachelor's Degree in criminal justice, public administrative, or social services and two (2) years of training experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Must have a minimum of six months experience as a certified juvenile detention officer.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____