

SUPERVISING STAFF DEVELOPMENT COORDINATOR (LA's BEST)

DEFINITION

Plans, directs, administers, coordinates, supervises, and evaluates a staff development and comprehensive technical assistance program for LA's BEST, an out-of-school enrichment program.

TYPICAL DUTIES

Develops and manages an LA's Best training program that supports continuous staff development training modules and one-on-one coaching and mentoring services.

Ensures staff development opportunities for LA's BEST staff are accessible and relevant to program services and makes recommendations on the need to revise or expand on training topics.

Conducts on-going staff development needs assessment and ensures that all staff development opportunities are based on the mission and values of the LA's BEST Program in areas such as youth development program structure and curricula content, staff development, and student engagement.

Assesses projects, programs, or curricula submitted by consultants to determine their suitability for out-of-school enrichment and may modify them in cooperation with submitter for use by LA's BEST.

Develops and coordinates the dissemination of staff instruction manuals, bulletins, brochures, and announcements to publicize staff development trainings and other staff learning opportunities.

Develops and recommends custom training components to address issues pertaining to employee and student conduct, productivity, safety, communication, and customer service to students and other key stakeholders.

Establishes criteria for continuous evaluation and feedback on the short and long-term effectiveness of staff development trainings and resources.

Represents LA's BEST in meetings with the administration, other public organizations, and individual employees regarding out-of-school enrichment, staff development trainings, and related issues.

Advises and consults with District personnel and community-based organizations regarding specialized training needs and formulation of training curriculum and implementation strategies.

Researches, studies, and assesses "state-of-the-art" training methods, interventions, and organizational development strategies for implementation at LA's BEST.

Contacts instructors, participants, and site administrators to schedule and make necessary arrangements for training activities and serves as liaison between the sites and the instructors.

Identifies and selects training consultants to conduct selected training sessions.

Supervises, coordinates, and evaluates the activities of staff engaged in:

Staff training, coaching, consulting, mentoring, and assessments related to this work.

Managing the development of the LA's BEST Learning Management System (LMS) and ensures that all software and content is current and easily accessible by staff.

Preparing and presenting summary reports of staff development activities and outcomes.

Contacting instructors, participants, and site administrators to schedule and make necessary arrangements for training activities and serving as liaison between the sites and the instructors.

Maintaining training records and monitoring training program activities.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Staff Development Coordinator (LA's BEST) plans, administers, and coordinates program-wide, complex training activities related to a staff development program for LA's BEST staff and directs and supervises the activities of Regional Directors, Out-of-School Program Supervisors, Out-of-School Program Workers, Out-of-School Program Helper, and clerical staff.

A Regional Director, Out-of-School plans, develops, and implements community out-of-school program activities and programs for elementary, middle, and high school students; serves as a resource person to various Community Based Organizations and District personnel; and plans, develops, and coordinates regional and/or city-wide sports or recreation, enrichment, or training program.

An Out-of-School Program Supervisor directs the enrichment and/or recreation activities at an out-of-school program school site.

## SUPERVISION

General supervision is received from the Director of LA's BEST. General supervision is exercised over lower-level supervisory and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Source materials and current trends in out-of-school enrichment, education, and recreation programs and staff and youth development
- National, State, and local educational and enrichment standards
- Concepts relating to adult learning and youth development theory and practice
- Principles of instructional design
- Methods of conducting job and training needs analyses
- Principles of program evaluation
- Training aids, such as audio-visual and various multiple media equipment
- Principles of effective supervision, such as motivating, disciplining, developing, and evaluating staff
- Microsoft Office
- Methods of data collection and analysis

### Ability to:

- Analyze and organize critical staff development issues and problems, determine the appropriate training interventions or other programs, and implement appropriate responses
- Develop training curriculum and format
- Communicate effectively both orally and in writing
- Operate a computer and related peripheral equipment
- Conduct meetings and presentations
- Prepare manuals, brochures, flyers, and announcements
- Summarize information clearly, concisely, and accurately
- Provide effective solutions to problems related to the delivery of training programs and services
- Provide work direction and leadership on day-to-day work activities and projects
- Establish performance criteria and evaluate subordinate performance

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in teaching/training methods, staff development, youth development, or child development.

### Experience:

Two years of experience developing and implementing out-of-school enrichment activities and/or educational activities, including responsibility for staff development and training.

### Special:

A valid California Driver License  
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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