



## INSTRUCTIONAL DESIGNER/TRAINER

### NATURE OF WORK

This is professional work identifying, designing, recommending, implementing and conducting Senate specific training and development programs to meet the needs of all Senate staff. Work includes assessing training needs and designing and delivering training curricula specific to those identified needs. Work may include travel to State Senate offices. Work is performed under the general supervision of the Director of the Joint Office of Education and Training.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Conducts Senate-wide needs assessments to identify organizational training needs, requirements, and priorities.
- Designs, delivers, and evaluates training programs.
- Prepares and revises educational and training materials, audiovisual aids, and guides to support training programs.
- Delivers Senate-specific training in DC and State offices.
- Coordinates training conferences; manages vendors and speakers; delivers key note address when necessary.
- Prepares evaluation instruments and conducts diagnostic, formative and summary evaluations.
- Assists in installing and maintaining classroom software for upgrades, new releases and new systems.
- Monitors current training and development publications and activities; makes appropriate recommendations for adaptation and inclusion into Senate programs.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office environment. Work requires occasional walking, standing for long periods of time, bending, safely carrying items up to 25 pounds.

### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in education, human resources development, instructional technology or psychology, and three to five years experience in teaching, training and/or training development; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:



- Knowledge of services provided by the Joint Department for Education & Training.
- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of principles, practices and techniques of training and coaching and adult learning theory.
- Knowledge of Instructional Systems Design, course development, and training.
- Ability to conduct professional presentations and present training to a variety of students.
- Ability to conduct needs analysis in order to determine training needs.
- Ability to develop instructional material and select most effective instructional method.
- Ability to effectively interact with staff members representing all levels of the organization, as well as with outside vendors.
- Ability to communicate effectively.

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#### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Personal Efficiency Program (PEP), Myers-Briggs Type Indicator (MBTI) and other teaching certifications may be required.

Strong writing skills required.