VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

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:

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

- 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.

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.

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