

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Human Resources Training and Development Coordinator

---

---

Supervisor: Human Resource Manager

Classification: Non-Exempt

---

---

### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Coordinate training and professional development services for agency staff. Services must be coordinated with staff in other program content areas and must include ongoing assessment of the quality of services provided.

### **Essential Duties and Responsibilities**

- Coordinate the implementation of SHS training, and the training center, ensuring a comprehensive and integrated approach that meets Head Start and State Standards.
- Assist Shasta Head Start staff in determining professional development needs, including education, training, and certifications.
- Ensure coordination of communication with management staff to enhance training and staff development opportunities.
- Collaborate with state and community partners as needed to enhance training and staff development opportunities; more specifically with colleges and universities for education and professional development.
- Assist in planning and preparing special events or activities as needed.
- Ability to travel throughout Shasta Head Start catchment area as needed.
- Assist in the development and maintenance of Shasta Head Start's online training delivery platform
- Coordinate and facilitate new staff orientation and onboarding
- Utilize agency HRIS (human resource information system) platform for the tracking and scheduling of employee training and development activities
- Assess staff training needs through surveys, interviews with employees, focus groups, or consultation with managers
- Coordinate the delivery of content specific trainings for new and newly promoted or transferred employees
- Obtain, organize, or develop training procedure manuals, guides, and course materials, such as handouts, visual materials, and agendas
- Evaluate modes of training delivery, such as in-person or virtual to optimize training effectiveness and costs
- Develop system for the tracking and follow-up of all staff requirements, including training, education, licensing, permits, and certificates
- Participate in the pre-employment hiring process as it pertains to the evaluation of employee qualifications

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

03/02/2015

## **Qualifications**

### **Knowledge and Skills**

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write technical reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, compute rate, ratio and percent and to draw and interpret bar graphs.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to organize and manage time effectively, and to work independently.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Speaking - Talking to others to convey information effectively.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

### **Education**

#### *Minimum*

Associate's degree in business, human resources, child development or related field.

#### *Desired*

Bachelor's degree in business, human resources, child development or related field.

### **Training and Experience**

#### *Desired*

Two years related experience.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

.....

**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

\_\_\_\_\_  
Employee (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title