Enterprise Instructional Design Specialist / Trainer

Position Details

Class Code: 1444
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 57 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under direction of the training coordinator, researches, develops, facilitates, and delivers classroom and online training sessions to Clark County School District (CCSD) employees using modern enterprise and instructional computer software.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Designs, promotes, and delivers training sessions for enterprise/instructional systems using traditional and online methods.
2. Integrates adult learning theory and instructional design methodology into an appropriate mix of delivery media/methods.
3. Conducts classroom and e-Learning training programs/presentations for business and instructional computer service users.
4. Conducts needs analyses to determine e-Learning requirements in support of CCSD initiatives.
5. Works with Subject Matter Experts (SMEs) within the organization to write scripts and capture e-Learning content.
6. Maintains current knowledge base of applicable web-based programs.

7. Monitors e-Learning development trends; provides leadership to CCSD personnel.
8. Records, edits, and produces online content using rapid e-Learning applications.
9. Develops courses using synchronous or asynchronous delivery methods, as appropriate.
10. Supports administration of CCSD Learning Management System (LMS).
11. Designs web-based training programs that are instructionally, functionally, and graphically effective for delivery on the Internet or intranet.
12. Tests enterprise business systems in cooperation with financial and operational departments.
13. Acts as a liaison with school-based technical staff to develop and deliver custom technology training solutions.
14. Creates, schedules, and coordinates training workshops, sessions, and/or conferences.
15. Develops training solutions for CCSD-adopted desktop and mobile devices.
16. Maintains computer labs used for training programs, including imaging and troubleshooting procedures.
17. Conducts train-the-trainer workshops and mentors CCSD training personnel.
18. Participates in computer access security control procedures.
19. Conforms to safety standards, as prescribed.
20. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves mastery of designing and delivering business productivity, instructional, and student data system software classes and online content to CCSD employees.

Knowledge, Skills, and Abilities (Position Expectations)

1. Comprehensive knowledge of CCSD's internal structure and enterprise-wide administrative information/instructional systems.
2. Working knowledge of CCSD's networking topography and computer configurations.
3. Thorough knowledge of personal computer systems and productivity software applications.
4. Working knowledge of network protocols (Active Directory, etc.).
5. Ability to work with administrators, professionals, and support staff.

6. Experience in adult learning theory and instructional design; able to motivate and instruct adult learners.
7. Ability to master the operation/application of new technology and e-Learning systems.
8. Ability to use personal computer productivity software to create training materials.
9. Ability to research and obtain training materials.
10. Ability to plan, prioritize, coordinate, and organize work; able to deliver trainings to individuals, groups, and online.
11. Ability to communicate effectively, verbally and in writing.
12. Ability to design, develop, and implement training procedures, programs, methods, and techniques.
13. Ability to maintain accurate records and write reports regarding training evaluations.
14. Ability to work flexible hours/shifts.
15. Ability to lead CCSD training staff.
16. Ability to judge when to act independently and when to refer to a supervisor.
17. Ability to recognize and report hazards and apply safe work methods.
18. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Bachelor's degree in computer science, business management, or education, and three (3) years' experience developing large enterprise training, implementing instructional design and considering adult learning strategies, specifically delivering training sessions on enterprise-critical software, including business productivity, instructional, or student data system applications. Includes two (2) years' experience with content management systems, e-Learning applications, and productivity software applications in a large enterprise; or Seven (7) years' experience as described above.
3. Minimum of four (4) years' demonstrated experience working with advanced word processing software (Microsoft Word, OpenOffice.org Writer, etc.).
4. Minimum of four (4) years' demonstrated experience working with presentation software (Microsoft PowerPoint, OpenOffice.org Impress, etc.).

5. Minimum of four (4) years' demonstrated experience working with spreadsheet or database software (Microsoft Excel, Microsoft Access, OpenOffice.org Calc, OpenOffice.org Base, etc.).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Level I in Microsoft Excel. Verification must be obtained by receiving a minimum passing score of 75% on the Level I Excel Candidate Test Report administered by the CCSD, or satisfactory passing score from a CCSD-authorized testing agency.

NOTE: Microsoft Excel certifications must follow specific guidelines for consideration as part of the application or qualified selection pool (QSP) placement: http://ccsd.net/employees/resources/pdf/2016-Excel-2007-Test-Flyer-A.pdf

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school graduation or other equivalent (GED, foreign equivalency, etc.).
2. College transcripts from an accredited college or university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Safe driving record.
6. Documentation of training classes taught (Enterprise Learning Management System transcripts, training agendas, letters from administrative supervisor).
7. Documentation of computer training software mastery (letter from administrative supervisor required).

8. Copy of Microsoft Excel Level I Candidate Test Report issued by CCSD or satisfactory passing score from a CCSD-authorized testing agency.
9. Documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Travel to/from CCSD facilities and schools, classrooms, computer labs, work sites, conference rooms, etc.

Work Environment

Strength
Medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, lifting, carrying, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions
Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards
Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Hand trucks, computers, multimedia equipment, flip charts, overhead projectors, liquid-crystal display (LCD) panels, ELMO systems, electronic whiteboards, television, video cassette recorder, digital versatile disc (TV/VCR/DVD), telephones, fax machines, laser pointers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information
- Revised: 03/27/24
- Created: 08/15/11