

## Job Description

**Job Title:** Coordinator of HR Training & Development

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Employee Relations

**Pay Grade:** 40

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for the planning, organizing, administration, and management of the Newport News Public Schools Employee Apprenticeship Programs, Early Employee Success Program, Future Teacher Programs, Leadership Training, Student Teacher Institute, Aspiring Teacher Institute and other staff training and development programs. Position is responsible for developing, coordinating, and conducting training programs for division personnel. Position coordinates with managers and supervisors regarding the need for training programs; establishes learning objectives; collaborates with appropriate staff to design training sessions and materials. Develop and maintain mechanisms to evaluate the effectiveness of training. Position coordinates training with outside vendors as necessary; monitors the training budget; maintains records; and prepares related reports.

### **Essential Duties**

1. Responsible for planning, organizing, and the management of the NNPS Employee Apprenticeship Programs.
2. Identifies and recruits' viable candidates for the Apprenticeship programs.
3. Responsible for the development, growth, success and daily administration of Leadership Training, Student Teacher Institute, Aspiring Teacher Institute and other staff training and development programs.
4. Responsible for curriculum writing and course instruction of assigned programs as needed.
5. Responsible for ensuring the Employee Apprenticeship Programs remain in compliance with VA Department of Labor and Industry regulations and serves as liaison for the district with the VA Department of Labor and Industry.
6. Responsible for planning, organizing, and the management of the Early Employee Success Program, comprised of new employee induction/onboarding training.
7. Coordinates with managers, supervisors, and staff to determine current and anticipated training needs.
8. Designs, develops and conducts training sessions; reviews all proposed course curriculum, methods of delivery, and materials proposed by course facilitators.
9. Monitors success of all training programs through collection of data and reporting; recommends program adjustments as necessary to ensure successful outcomes.
10. Develop and implement a recognition program for staff at program completion.
11. Responsible for all aspects of the training programs to include developing registration, promotional, and training materials; identifying the most effective training materials, techniques and mode of delivery.
12. Ensures that the training facility is setup; ensures that employees are notified; and coordinates other practical elements involved with planning employee training activities.
13. Responsible for New Employee Orientations.
14. Determines the most appropriate delivery method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques.
15. Develops and/or selects appropriate training materials such as handouts, technical raining handbooks, demonstration models, multimedia visual aids, reference works, and hands-on exercise.

### **Other Duties**

1. Keeps abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Supervisor of Employee Relations or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

Must possess a Bachelor's degree in Education or Human Resources, Business Administration, or a related field and have experience in a K-12 instruction or related training position. Must possess knowledge of the principles, practices, and current issues involved with conducting training initiatives. Must demonstrate knowledge of instructional best practices, adult learning theory and training design and development. Must possess demonstrated skills in contemporary MS Office software, workshop presentation, teambuilding techniques, and small/large group facilitation. Must possess the ability to determine training needs; develop training materials; plan/conduct training programs; and evaluate/coordinate the activities of outside vendors. Must possess excellent organizational, human relations, and communication skills. Must possess the ability to establish and maintain effective working relationships with employees at all levels.

### **Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Employee Relations

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Human Resources Training and Development will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Employee Relations or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 08/2025