

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Training and Education Coordinator  
**Job Code:** 8095  
**Pay Grade:** 55  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Plans, organizes, coordinates, and delivers educational and training programs for Superior Court judges and employees. Coordinate the delivery of educational and training programs to comply with educational standards set forth by Arizona code of Judicial Administration § 1-302, to support the goals and objectives of Superior Court, and to provide educational opportunities for employees.

### **ESSENTIAL FUNCTIONS:**

- Coordinates and facilitates educational and training programs, at various court locations, for court staff to meet training requirements as mandated by the Administrative Office of the Courts (AOC).
- Assists facilitators in the development of course curriculum, materials, and with their presentation skills in support of establishing training classes.
- Develops specialized training classes and programs for specific groups of employees.
- Provides reports and compliance data to court management and the AOC Education Services Division.
- Conducts needs assessments to identify training opportunities to improve employee skills and performance.
- Approves independent learning programs, professional conference attendance, and outside educational programs for Council on Judicial Education and Training (COJET) credit, in accordance with established criteria.
- Coordinates new employee orientation programs.
- Establishes and maintains a core training curriculum for supervisory and staff employees to develop management skills.
- Evaluates the effectiveness of training programs and makes recommendations towards improvements.
- Provides one-on-one mentoring to in-house facilitators to improve their presentation skills.

### **ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Assists with the planning and/or implementation of educational projects developed by other departments in Superior Court.
- May participate on local and/or statewide committees developing policy and training guidelines.
- May participate in designing, developing, organizing, facilitating, and evaluating educational conferences for court employees in Southern Arizona.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of principles, practices, and methods of providing educational and training programs.
- Must have knowledge of adult education, learning styles, and effective teaching techniques.
- Must have proficient skills in project management, coordinating and delivering educational training to adult clients.
- Must have computer skills in Microsoft Word, Excel, and PowerPoint.
- Must have effective presentation skills.
- Must have the ability to interface with and communicate effectively with diverse audiences.

**MINIMUM REQUIREMENTS:**

A Bachelor’s Degree in organizational development, business administration, or a related field and four years of professional level training and development experience, including experience in coordinating and delivering training and educational programs. Or, any equivalent combination of experience, training and/ or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver’s license at the time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment up to 20lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position reporting to the Director, Training and Education. The incumbent performs work under general supervision and have no supervisory responsibilities.

Date: 03/01/99  
Revised: 02/20/02; 04/18/06; 11/14/11

Approved by: \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date