

## TRAINING INSTRUCTOR

**DEFINITION:** Under general supervision, performs instructional duties of moderate difficulty in preparing and conducting training programs designed to meet the needs of the Navajo Nation and its employees; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Conducts training and instruction covering specified areas, such as employee orientation, leadership development, on-the-job training, use of computers and software, health and safety practices and public relations; develops training curricula and/or recommends or utilizes vendor programs that meet the instructional goals and objectives; formulates teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual coaching, group instruction, lectures, demonstrations, conferences, meetings and workshops; modifies training materials and curriculum according to current needs.

Selects or develops teaching aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference material; coordinates or performs administrative functions necessary to deliver and document training programs; assists in analyzing and assessing training and development needs; may recruit, select and train instructors; may perform organizational development interventions including strategic planning, group facilitation, team building and systems analysis; assists with project training plans, research, development, program evaluations and budget preparations; prepares required report; updates staff training files; ensures all staff maintain current certification and licensing.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of presentation methods and practices.  
Knowledge of research, writing, planning and development of training programs.  
Knowledge of computer hardware, software and peripherals.  
Knowledge of supervisory and administrative methods and practices.  
Knowledge of Navajo cultural influences.  
Skill in developing, designing, implementing and presenting training.  
Skill in researching, developing and implementing programs and services.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed mainly in an office environment with travel to outlying offices to present staff development training.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in subject area of instruction; and three (3) years of curriculum or instructional development or related experience.

### **PREFERRED QUALIFICATIONS:**

- A Master's degree in Organizational Training and Development or related field.
- Three (3) years training and instructional design experience.
- Proficient in Microsoft Office software or other computer applications.
- Master Trainer; Instructional Designer/Developer.

THE NAVAJO NATION

Class Code: 1443  
Human Resources Series  
Employee Development Group  
Overtime Code: Non-Exempt  
Pay Grade: 64

**TRAINING INSTRUCTOR**

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Some positions may require additional license or certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.