



CIVIL DIVISION  
CLASS SPECIFICATION

STAFF DEVELOPMENT  
SPECIALIST

DATE ADOPTED: 11/7/1996

LAST REVISION: 3/25/2026

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position serves as the school district's representative in the consideration and determination of a wide variety of administrative problems relating to staff training. The work involves frequent contact with the administrator, and curriculum and instructional staff in program development. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position may direct the work of lower level employees.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Creates and facilitates career development plans for employees to be able to grow and develop their career within the district;
2. Develops and delivers employee trainings;
3. Attends career fairs and develops relationships with vendors and potential new employees;
4. Oversees NYS Department of Labor approved registered apprenticeship program;
5. May assist in investigations of potential employee misconduct in conjunction with the supervisor, provide advice to administrators about employee conduct matters;
6. Conducts new employee onboarding, meets with potential retirees, and conducts exit and retention interviews;
7. May supervise the work of others assigned to the office for special projects or on a regular basis.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of software packages for word processing, spreadsheets and database management;

Knowledge of composition, grammar, spelling, punctuation and required formats;

Knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to assist the administrator in the management of the work flow of the department;

Ability to schedule meetings involving numerous people with conflicting schedules;

Ability to learn and understand departmental functions;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



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**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelors degree in Business Administration, Public Administration, Human Resources, Education or a related field AND two (2) years of work experience in training, classroom instruction or career development;
- OR: (B) Associates degree in Business Administration, Public Administration, Human Resources, Education or a related field AND four (4) years work experience as outlined in (A);
- OR: (C) An equivalent combination of the training and experience within the limits of (A) through (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:** 1/27/98; 1/15/16; 3/25/26