EMPLOYEE NAME: ____________________________________________

Created: 4/12; Revised: 10/12; 4/13; 7/14; 7/15; 12/15; 6/18; 12/18; 6/19

JOB DESCRIPTION

POSITION TITLE: Financial Training Manager

JOB CODE: 465C

DIVISION: Financial Services

SALARY SCHEDULE: Professional/Supervisory Support

DEPARTMENT: Financial Services Special Projects

WORK DAYS: 238

REPORTS TO: Director of Financial Services Special Projects

PAY GRADE: Rank D (NK04)

FLSA: Exempt

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Supervises training staff for the Financial Services Special Projects Department; Oversees and contributes to the design, development, delivery and publishing of Financial Services training curriculum; Coordinates, conducts and develops software process training for Munis ERP software for District School and Central Office End Users; Serves as primary contact to Financial Services Directors for training and documentation needs; Provides software training support and assists with technical support related to Munis software and CTLS issues; Assists Director of Financial Services Special Projects in communicating with Technology Services and software vendors to evaluate and monitor software issues; Maintains the Munis Library, Financial Services University, Form Bank, Financial Services Blogs, Intranet site, Training Lab and Financial Services CTLS PL Courses and enhancement requests.

REQUIREMENTS:

1. Educational Level: Bachelor’s Degree in Instructional Technology, Technical Communications, MIS, or related field
2. Certification/License Required: None
3. Experience: 3 years Training/Course Development Experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organizational and interpersonal skills; presentation skills; ability to work independently, familiar with financial/accounting software and concepts; Camtasia, Skype and Office 365: SharePoint, Teams, OneNote, Word, Excel, PowerPoint; experienced in the development and delivery of training curriculum via classroom and/or online, website construction and maintenance; excellent leadership skills; use of classroom interactive technology.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supervises the Financial Services Special Projects training staff daily and responsible for completing staff annual evaluation.
3. Manages training initiatives and the ongoing development and maintenance of training curriculum while ensuring adherence to the Financial Services publishing standards.
4. Develops, conducts and coordinates software process training for Munis ERP software for District School and Central Office End Users; Researches and evaluates new Munis functionality as system upgrades are scheduled or additional modules are implemented.
5. Prepares annual training and stakeholder meeting calendars, training plans and proposals.
6. Serves as the primary liaison to the Financial Services Directors and management staff for the development of District Financial Services training initiatives; Collaborates with District Leadership to identify and evaluate additional opportunities for Financial Training modules and platforms.
7. Provides software training support and assists with technical support related to Munis software and CTLS issues; Assists Director of Financial Services Special Projects and Munis Administrator/Analyst in communicating with District End Users, Technology Services and software vendors to evaluate and monitor software issues.
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<td>8.</td>
<td>Designs, develops, delivers, maintains and publishes Financial Services training materials and videos to support District level classroom, blended and online financial professional development and soft skill courses.</td>
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<td>9.</td>
<td>Manages the maintenance of the Munis Library, Cobb Teaching and Learning Software (CTLS) for Financial Services PL Courses, Financial Services University, Form Bank, Intranet site, Financial Services Blogs; Evaluates opportunities for improvements; Coordinates with Digital Learning staff and District Webmasters to update and redesign appropriate applications and websites when necessary.</td>
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<td>10.</td>
<td>Manages the maintenance of the Financial Services Training Lab, including scheduling, monitoring hardware/software updates, submitting work orders, ensuring an orderly learning environment and assisting with equipment refreshes.</td>
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<td>11.</td>
<td>Collaborates with the Director of Financial Services Special Projects and District staff on the design, development, and implementation of functional/technical training specifications to support various District projects including the development of customized training curriculum and the delivery of focused District workshops in support of project initiatives.</td>
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<td>12.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee ________________________________ Date ________________

Signature of Supervisor ________________________________ Date ________________