



**STOCKTON UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

TITLE:	Coordinator, Training Compliance	REPORTS TO:	Assistant Superintendent, Human Resources and/or designee
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified
FLSA CLASSIFICATION:	Exempt	WORK YEAR:	12-Month (260 days)
BOARD APPROVED:	3/25/2025	SALARY RANGE:	Classified Management Salary Schedule, Tier 5 Range 3

**DEFINITION**

The Coordinator is responsible for ensuring that the district remains in full compliance with all required trainings and reporting obligations. This includes coordinating and monitoring the completion of mandated trainings, providing technical assistance, and holding personnel accountable for meeting compliance requirements. While the Coordinator will conduct some training, the primary role is to facilitate, track, and enforce compliance by overseeing training implementation, reviewing system reports, and ensuring accurate documentation for reporting purposes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Superintendent of Human Resources and/or designee and supervises and evaluates other classified employees as assigned.

**REPRESENTATIVE DUTIES** – *The duties listed below represent a range of essential functions that may be performed by incumbents in this classification (E). This job description is not an exhaustive list of all responsibilities, knowledge, or skills required for the role but serves to accurately outline the primary job functions.*

- **Coordinate and Monitor Compliance (E):**
  - Ensure the district meets all mandated training and reporting requirements.
  - Develop and maintain systems to track and monitor training completion and compliance.
  - Hold personnel accountable for completing required trainings.
- **Training Coordination and Oversight (E):**
  - Schedule and coordinate a variety of required trainings, including but not limited to:
    - Discipline Matrix trainings
    - Behavior Emergency Reports trainings and Compliance
    - Crisis Prevention Intervention (CPI) certifications
    - Safety and De-escalation related trainings
    - Keenan Compliance Trainings
    - CPR and First Aid Training



## STOCKTON UNIFIED SCHOOL DISTRICT

### Human Resources Department

- Workplace Violence Prevention Plan training and reporting
  - Other assigned trainings and professional development as assigned
- Organize district-wide trainings for classified employees during non-student days.
- Collaborate with other departments to align trainings with compliance mandates.
- **Documentation, Reporting, and Accountability (E):**
  - Maintain and update personnel training records to ensure accurate documentation.
  - Develop reports on training completion and compliance status.
  - Assemble and prepare reports as assigned.
  - Verify and maintain certification documents and official records, including agendas and other related materials.
  - Assist in preparing official documents and forms.
- **Meetings and Material Preparation (E):**
  - Plan and coordinate meetings to prepare necessary training materials.
  - Ensure training resources are available and accessible for staff.
- **Other Duties and Responsibilities (E):**
  - Carry out oral and written directives.
  - Analyze situations carefully and adopt effective courses of action with and without supervision.
  - Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and best practices of supervision, training coordination, and professional development.
- Compliance requirements related to mandated trainings and reporting.
- Federal and state laws and regulations, including ADA, HIPAA, and the California Education Code.
- Special Education laws, including the IEP process, Behavior Emergency Reports, and crisis intervention protocols.
- Adult learning principles and strategies for effective training delivery.
- Record-keeping, data management, and reporting techniques for tracking compliance.
- Effective communication strategies for working with diverse stakeholders, including administrators, classified staff, and external agencies.
- Conflict resolution and problem-solving techniques to ensure compliance and accountability.
- Use of technology and database systems for tracking and reporting training completion.

#### **Ability to:**

- Plan, organize, and coordinate multiple trainings and compliance initiatives while adhering to deadlines.
- Independently perform a variety of complex procedural and technical duties with accuracy and efficiency.
- Gather, compile, analyze, and present data to support compliance reporting and decision-making.

## STOCKTON UNIFIED SCHOOL DISTRICT

### Human Resources Department

- Develop and maintain accurate records, reports, and documentation related to training completion and legal requirements.
- Effectively communicate training requirements, deadlines, and compliance expectations to staff at all levels.
- Exercise sound judgment, problem-solving, and decision-making skills in high-pressure situations.
- Hold staff accountable for meeting training requirements while maintaining positive professional relationships.
- Adapt to changes in regulations and district policies related to mandated trainings.
- Operate a variety of software programs, including word processing, data entry, and learning management systems.
- Maintain strict confidentiality regarding personnel records, compliance matters, and district policies.
- Work collaboratively with departments, administrators, and external agencies to align training efforts with compliance mandates.
- Prioritize and manage multiple tasks with minimal supervision while ensuring accuracy and attention to detail.

#### **Education and Experience:**

Bachelor's degree from an accredited college or university with an emphasis in a social or behavioral science, public or business administration, health science, safety, industrial relations, disability management, or a closely related field; and two (5) years paid experience working for a school district.

#### **Licenses and Certificates:**

- Possession of a valid California Driver's License
- CPI Instructor Certificate must be obtained within (30) days from date of hire
- Must maintain and be current in successful full completion of district-prescribed mandated training *(E)*

#### **WORKING CONDITIONS**

##### **Environment:**

- Indoor and outdoor environment
- Driving a vehicle to conduct work

##### **Physical Requirements:**

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Dexterity of hands and fingers to operate assigned equipment
- Walk, sit, stand, and kneel for extended periods of time
- See for purposes of reading printed matter with or without visual aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others may understand at normal levels and on the telephone
- Lift and/or carry up to 100 lbs. at waist height for short periods of time.

## STOCKTON UNIFIED SCHOOL DISTRICT

### Human Resources Department

- Reach overhead, above the shoulders and horizontally, grasp, push, pull
- Bending at waist, kneeling or crouching to reach materials
- Physical agility and stamina in order to provide required physical trainings

In carrying out the maneuvers required to complete student restraint interventions, the employee must utilize a full body range of motion. These physical requirements are based on two-person interventions:

- Stand and walk/run on a variety of surfaces at a pace dependent upon the situation.
- Sit on a chair to protect self by bending forward or use the chair as a backwards propelling tool to escape a grab of an attacker.
- Lifting and/or carrying up to 100 lbs. for short periods of time.
- Stoop/kneel/crouch/crawl: these movements occur in multiple intervention strategies.
- Occasional to frequent pushing/pulling, lifting, reaching overhead to assist with instructional activities.
- Reaching in any direction. Depending on age and statute of student, reaching may occur at all levels
- Constant handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands.
- Includes simple and power grasping.
- Fine Motor Control: Fine manipulation is required to release an individual's hand grab/grip, as well as releasing tension and/or constraints.
- Balancing: Body postures and maneuvers taught require maintaining body balance through positioning of the lower extremities, including pivoting, rotating, and flipping an individual if required.
- Climbing: In the event of stairs, the employee must be able to climb or descend down the stairs as needed. And/or climbing over obstacles or objects may be required such as an upside-down table or chair.

#### **Hazards:**

- Contact with adults during physical restraints training
- Possible injury from punching, hitting, slapping, pushing and biting from restrains with adults or students
- Possible exposure to profanity, obscene language and personal verbal attacks.
- Possible contact with blood-borne pathogens and/or bodily fluids.