POSITION TITLE: TRAINING AND DEVELOPMENT OFFICER

Report to : HRDMO Head

Coordinate with: Academic Vice Presidents
Research Director
Schoolheads
SIMSDO Supervisors
Guidance Counselors

General Function:

Responsible for determining or helps determine the training needs to up-grade the human resources of the school; conducts or helps conduct, executes or help execute, coordinates, facilitates or help facilitate, evaluates or help evaluate and keeps up-to-date records of all training programs of the school. The Training and Development Officer is similarly responsible for strictly implementing all school policies on training and development.

Specific Duties and Responsibilities

1. Keeps up-to-date and accurate records of newly hired faculty and employees including their compliance with the conditions stipulated in the hiring contract, like:
   For Basic Education –
   - Passing the LET
   - 18 Units in Master’s Degree
   - 6 Units in Computer
   - Year-End Performance Rating of Very Satisfactory (VS) for Two Schoolyears
   - Etc.
   For Tertiary Education –
   - Holder of Master’s Degree or to finish the Degree within the prescribed period in the employment contract.
   - Very Satisfactory Year-End Performance Rating for Two Consecutive Schoolyears

For Non-Teaching Personnel
- As stated in the Contract/Personnel Action
Derivatives of No. 1 Above

a) Keeps an active file of the newly hired teachers and employees, classified according to academic year of inception, unit of the school system, field of specialization and educational level of teaching assignment/office assigned.

b) Semestrally submits to Vice President for Academics (Basic Education or Tertiary) the names of those lagging behind/unable to comply with the employment commitments, copy furnished the schoolhead concerned. Do the same to non-teaching personnel.

c) Serves also as a clearing house for those recommended for change of employment status to regular-permanent status/transfer of position, promotion, resignation/separation/termination/retirement and other personnel actions.

d) At the end of the second (2nd) year of teaching reckoned from the date of employment, recommends for termination/separation those who will not be able to comply with the conditions in the employment contract. With the case of non-teaching, evaluates performance and compliance to other terms and conditions of employment at the end of the fifth (5th) month of employment. Recommends for termination/separation those who failed to satisfy the conditions in the employment contract and/or the required performance rating of V.S.

2. Develops, up-dates and plots the mobilographic profile of each teacher and employee of the school (unit) relative to the following variables: formal academic qualification, performance rating trend, movement in rank/position, salary increase, etc.

Derivatives of No. 2 Above:

a) Identifies those who are not growing professionally via formal education, seminars/workshops/symposia attended, etc. and submits the same to concerned Vice President for Academics.

b) Identifies those who are consistently receiving “Marginal or Fair or Satisfactory” performance rating. Informs concerned Schoolhead/Dean and the V.P. for Academics/Office Head of this borderline/poor performance.
c) Identify the factors in the evaluation instrument where these ratees are always getting low rating. Transmits the findings to the Dean/Schoolhead and Vice President for Academics.

d) Prepares annually the performance ranking of the faculty and employees of the unit based on the year-end performance rating received and classify the results according to the subject(s) handled or office, with the case of the non-teaching personnel.

e) Do letter – d above for college faculty.

f) Prepares annually up-to-date performance profile of the teachers of the school (system-wide). The purpose is to identify those belonging to the upper 25%, lower 25% and middle 50%. The data and information generated, therefrom can serve as an input to training and development. A separate profile must be done for college faculty. This derivative is only for teaching personnel.

3. Conducts studies that will identify the variables/factors uniquely common to high performers and variables/factors uniquely common to low performers, for Basic Education faculty and for Tertiary Education faculty.

Derivatives of No. 3 Above:

a) Results of the study should be forwarded to the concerned Vice President for Academics, Dean/Schoolhead and SIMSDO Supervisors, with the case of Basic Education, to serve as inputs to the development of the needed training.

b) The data and information generated from the performance evaluation must also be utilized in the hiring and other personnel processes.

c) Results can also serve as inputs to CTE for whatever improvement it may decide to institute in the areas of curricular offerings, subject(s) needing more focus and in hiring of faculty.

4. Keeps up-to-date records of the different seminars, workshops, symposia, etc. conducted by the school or outside group, whether for credit or not, attended by the faculty and employee of the school. This is primarily for Basic and Tertiary Education faculty.
Derivatives of No. 4 Above:

a) Serves as clearing house for resigning faculty and employees. The HRDMO Training Officer either noted the Clearance Form if the resigning personnel has no obligation to settle out of the training he/she attended or specify the obligation yet to be settled (Per Directive issued for implementation, S.Y. 1984-1985, July 10, 1997 and Supplementary Training and Development Policy for implementation, S.Y. 1999-2000.

b) In the event the 60 credits needed to renew the license to teach is again implemented, Training Officer shall submit an annual report to V.P.’s the progress of faculty/teachers under their respective jurisdictions about the said requirement.

5. Participates actively in the general orientation program of newly hired faculty and employees of the school, Tertiary, Basic and non-teaching personnel. This orientation must be done before the job placement.

6. Evaluates in collaboration with the SIMSDO, the outcome of the Centralized Test, Achievement Test, Diagnostic Test and relate all these to teaching performance of the faculty. Data and information generated out of this study must be used in developing the needed intervention via seminar, workshop, symposium, etc. or even in the modification of teaching strategies, methodologies, etc. to be made. This is applicable to Basic Education faculty only.

Derivatives of No. 6 Above:

a) In tandem with the group cited above, develops the evaluation instrument(s) for purposes of ascertaining the outcome of the intervention made.

b) As much as possible, evaluation of skills and knowledge on the subject to be covered by the seminar/training of the individual participants must be done before the training; right after training; and, then, three (3) months after the training, six (6) months after the training and one (1) year after the training.
c) Results of letter b above should be forwarded to the concerned Vice President and schoolhead(s).

d) These derivatives shall apply to teaching and non-teaching personnel.

7. Handles the performance evaluation of the faculty and employee of the College/Tertiary Division.

Derivatives of No. 7 Above:

a) Participates in the development of performance evaluation instruments for Tertiary education faculty and clerical employees.

b) Gets instruction from V.P. Tertiary when to administer the performance evaluation.

c) Get instruction from V.P. Tertiary the data and information she wants generated from the evaluation instruments.

d) Submits to V.P. Tertiary not only the data and information needed but also the results of the analysis expressed in terms of strengths and weaknesses of the faculty.

8. If needed, carry out performance evaluation of non-teaching by sourcing data/information from clients, inside or outside RCS, regularly transacting business with where the employees being evaluated belong.

9. Develops all the needed instruments/forms to implement all the above responsibilities.

10. Performs other duties as may be directed by higher authorities.

Note: The above duties and responsibilities may be expanded as the needs arise. July 4, 2006.