

**NON-CLINICAL TRAINING SERVICES:**

**INSTRUCTIONAL SYSTEM DESIGNER**

**TRAINER**

**TRAINING SCHEDULER**

Program Support Service Categories				
Series	Labor Category	Description	Minimum Education	Minimum Experience
Education (Series 1700 – 1799)				
1750	Instructional System Designer	Performs tasks related to planning, coordination, and development components of instructional design based on the findings of healthcare occupational analysis; determining the learning objectives and task learning relationships, clustering learning events, organizing course content, and developing instruction design plans; and analyzing learning problems, selecting teaching strategies using appropriate models, and developing course plans using this information. Tasks may include identifying training needs, presenting recommendations, and delivering learning solutions to address performance gaps; leveraging instructional design and performance improvement processes to analyze, design, develop, implement, and evaluate instructional materials and performance improvement programs; working with key stakeholders and subject matter experts to design and develop training interventions that incorporate best practices in behavioral and cognitive sciences to effectively address business and performance objectives.	BA/BS Degree	Junior: 3 years Senior: 8 years
	Trainer	Performs tasks related to the planning, creating, and executing test administration, learning management, customized subject matter specific training and educational courses that are delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) or web-based (i.e., Internet/Intranet, software packages and computer applications) system. Tasks may include conducting evaluations; analyzing and identifying communication and skill requirements; translating needs into workshop and remedial training modules; developing and revising workbooks and class instructional materials associated with standard and customized workshops; performing training related administrative tasks; developing and maintaining training databases; conducting face-to-face and online training; attending and participating in meetings and committees; and making presentations as needed. Professional clinical experience and understanding of healthcare delivery preferred.	BA/BS Degree	
	Training Scheduler	Performs tasks related to the scheduling of meetings, courses, and other events related to training forums, including classroom, individual and computer based. Tasks may include assuring the accuracy of an electronic class schedule, including web entry pages; developing and conducting training for users of the schedule entry process; providing subject matter expertise to all schedule entry system department users; developing curriculum and	HS Diploma	

		delivering initial and ongoing training for all data entry persons in the use of the class scheduling system; creating, maintaining and revising all scheduling related training and process documentation in the form of web pages on the VA system.		
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