

## Training Coordinator

**Job Code: 7298**

**Salary Grade: S07**

**FLSA Status: Non-Exempt**

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Coordinates training in the Professional Development Approval System (PDAS) of the Oklahoma Professional Development Registry (OPDR), documenting professional development in the early care and education field.

- Coordinates the PDAS Educator recruitment, approval, and training process. Communicates with Educators regarding contracts and program updates and issues.
- Answers questions via phone, email and in person regarding PDAS and specific Center for Early Childhood Professional Development (CECPD) sponsored training.
- Provides training and assistance to consultants, educators, Oklahoma Department of Human Services Child Care Services and Licensing staff and partners.
- Approves training in the OPDR database according to established guidelines, procedures, and deadlines.
- Creates task orders and invoices.
- Reviews, updates, and corrects organizational data for Continuing Education Unit purchases.
- Assists in the preparation of content and format for courses and conferences.
- Updates website, including information on training providers and events in the Oklahoma Registry, as needed.
- Tracks data and activities.
- Reviews conference attendance submissions.
- Uploads data from various sources.
- Completes performance reports and other reporting as requested.
- Performs other job-related duties as required or assigned to successfully fulfill the functions of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 54 months of related experience.

**Experience:**

Required: 6 months of experience in early childhood, elementary, or professional programs.

**Certifications or Licenses:**

- None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Able to communicate well and build rapport quickly with students, faculty, and staff

### Working Conditions

**Physical:**

Communicate effectively. Ability to engage in repetitive motions.

**Environmental:**

Standard office environment. Occasional travel may be required.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

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