

Staff Development Job Titles and Salary Ranges

Job Title	Pay Range	Staff	Job Description
Director of Performance Support	\$81,000 – \$91,000	1.0	<ul style="list-style-type: none"> • Develop and maintain relationships with customers • Coordinate communications between customers and LDI • Identify and promote training/consultant opportunities for customer • Identify and coordinate required resources for customer projects • Develop reports for customer and LDI management • Contribute to proposals in response to customer requests • Deliver training, as required • Participate in customer workgroups • Provide technical assistance to customers, as required • Assess customer processes and provide suggestions for improvement • Schedule and manage daily LDI staff operations • Monitor staff performance and provide coaching, as needed • Make suggestions for system quality improvement • Conduct assessments to ensure delivery of effective customer service • Ensure compliance with industry regulations • Manage customer projects, as required <p>Education</p> <ul style="list-style-type: none"> • Minimum of Bachelor's degree • 3-5 years experience in related field
Curriculum Manager	\$79,000 – \$89,000	1.0	<p>Primary responsibilities include updating and development of staff training materials in a fast-paced work environment and participation in process improvement workgroups. Some training delivery also required, both classroom-based and online. Position requires excellent interpersonal skills, strong writing skills, and the ability to work both independently and as part of a team.</p> <ul style="list-style-type: none"> • Minimum of Bachelors degree in Education or related field • Masters degree preferred (ISD or Instructional Technology) • 3-5 years experience required

			<ul style="list-style-type: none"> • Knowledge of public workforce policy a plus but not required
Training and Performance Coach	\$57,000 – \$64,000	3.0	<ul style="list-style-type: none"> • Deliver customer training products/courses/webinars • Apply facilitation techniques to help individuals and groups achieve work/training objectives • Develop content depth/expertise, as required • Identify opportunities for improvement in or customer training; make recommendations for changes • Administer evaluations; provide completed evaluations • Monitor training evaluations to identify opportunities for personal improvement • Provide expense/mileage report information to Finance • Support organizational workgroups, as required • Manage projects, as required
Training Coordinator	\$40,000 – \$50,000	1.0	<ul style="list-style-type: none"> • Create and maintain training schedule for customer • Maintain and update course catalogs (course descriptions, owners, etc.) • Input and maintain course and registration data in LMS • Provide Tier 1 customer support for LMS users • Maintain accuracy of registration data in LMS • Reserve training rooms with contractors, as needed • Assist with preparing training rooms for use • Maintain up-to-date list of facilitators for courses • Schedule and confirm facilitators for courses • Communicate with employees regarding enrollment, cancellation, and payment information • Maintain files and records of all training activities; provide cost and billing information to LDI Finance personnel • Create and process course evaluation data and reports • Assist with the development of monthly training reports

			<ul style="list-style-type: none"> • Monitor inventory of course materials and office supplies • Assist with other training-related tasks, as needed • Administrative duties as assigned • Bachelor's degree preferred • 1-3 years experience in related field
Project Manager	\$40,000 – \$50,000	.30	<ul style="list-style-type: none"> • Develop and update strategic business plan annually or more often, as needed. • Communicate business goals and strategies to all LDI employees. • Lead staff meetings to ensure timely communication with all LDI staff. • Develop and implement LDI policies and procedures with input from LDI staff. • Monitor/oversee LDI contracts. • Establish annual LDI budget; monitor with assistance from Finance Department. • Conduct monthly reviews with Finance to monitor LDI financial performance. • Maintain liaisons with providers of key LDI services (bankers, 401K plan administrators, CPA, etc.). • Represent LDI at marketing or public relations functions. • Establish, oversee, and maintain LDI employee benefit plans (401K, health insurance, etc.). • Maintain and update LDI Employee Handbook information. • Develop and maintain LDI Work Procedures Manual. • Make employment and compensation decisions. • Assist all LDI employees, upon request. • Develop and maintain customer relationships.
Financial Reporting	\$22,000 – \$26,000	.25	<ul style="list-style-type: none"> • Prepare and maintain accounts payable, receivable, and collections data • Reconcile bank and credit card accounts monthly • Prepare monthly and year-end financial statements • Prepare monthly and year-end financial statements for CPA • Assist CPA firm in the preparation of tax returns • Assist in the preparation of annual budget • Prepare and transmit payroll information to payroll company • Ensure accurate and timely payroll tax payments

			<ul style="list-style-type: none"> • Ensure accurate and timely 401K payments • Ensure accurate and timely bonus/commission payments • Ensure accurate and timely employee benefit payments (insurance, etc.) • Distribute employee and contractor W2 and 1099 tax forms and information • Submit 401K census information to plan administrators and Comptroller • Maintain employee financial records (salary information, etc.) • Maintain bookkeeping operations for NWI • Provide project financial data to project managers, upon request • Minimum of Bachelor's degree in Accounting or Finance
Graphic Artist, Technology/ Programming	\$37,000 – \$42,000	.80	<ul style="list-style-type: none"> • Consult with internal and external customers to identify needs and constraints • Design, illustrate and lay out print training materials (facilitator guides, participant manuals, and related slides/transparencies) • Design, illustrate and program online training materials (e-learning, webinars, job aids, etc.) • Design and create promotional materials for training programs (catalogs, brochures, posters, etc.) • Maintain and update master files • Maintain and update electronic files of staff resumes • Maintain and update master job board • Prepare electronic files for printers, as required • Perform press checks, as necessary • Make recommendations re: graphic software purchases and updates to leadership • Conduct visual inspection of all output (print and electronic) to ensure quality • Bachelor's degree in Fine Arts, Graphic Design, or equivalent • Minimum of 3-5 years experience
Training Administrator	\$2500 – \$3,000	.15	<ul style="list-style-type: none"> • Answer all incoming phone calls to LDI general number • Greet and welcome customers • Monitor voicemail and fax machine for messages at least hourly • Perform light/moderate word processing • Sort and distribute incoming mail • Stamp incoming checks FDO with stamp secured in locked drawer • Respond to/support LMS requests for assistance

			<ul style="list-style-type: none">• Associates degree or equivalent experience
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