

**CLASS SPECIFICATIONS FOR THE
TRAINING SPECIALIST**

DEFINITION

Under direction, to train and assist school level personnel in carrying out program components in the areas specified in the categorically funded programs of individual schools.

QUALIFICATIONS

Credential: Possession of a basic teaching credential appropriate to the assigned segment or credentials of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A bachelor's degree from an approved institution and specialized course work in the designated area of responsibility as required.

and

Experience: A minimum of three years of teaching experience is required. Preference will be given to persons with proven ability and experience in program writing, working effectively and cooperatively with school personnel, students, and community groups, and in the designated subject areas.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Assists school site principals in organizing, planning, implementing and coordinating the staff development component of its consolidated program.
- ___ 2. May be assigned to assist the Consolidated Programs office by providing technical assistance to schools in the development of their program plans.
- ___ 3. Assists staff members in developing and maintaining ongoing diagnostic/prescriptive programs.
- ___ 4. Assists staff members by suggesting appropriate materials based upon diagnostic/prescriptive evaluations.
- ___ 5. Plans, conducts, and coordinates workshops for teachers, aides, and volunteers.
- ___ 6. Participates in the planning, operation, and evaluation of summer and pre-service workshops for teachers, aides and administrators.
- ___ 7. Prepares such reports, keeps such records, and performs such other related duties as may be assigned.

WORK SCHEDULE AND SALARY

Training Specialists serve on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to training and experience. Additional days of service may be required for which compensation will be paid at the per diem rate.