

**CLASS SPECIFICATIONS FOR THE
TRAINING SPECIALIST, HIGH SCHOOL**

DEFINITION

Under direction, trains and assists school-level personnel in carrying out staff development program components of the SB 1882 site plan.

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, experience with staff development processes, presentation skills and strategies, working effectively and cooperatively with school personnel, students and community groups, and in the designated subject areas.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Plans and conducts site professional development activities as intended in the school site plan.
- ___ 2. Provides training to departments as designed in the school site plan, e.g., demonstration lesson, peer coaching, classroom observations, follow-up strategies for implementing these in the classroom.
- ___ 3. Provide technical assistance in the development of the school site program plans.
- ___ 4. Assists staff members in developing and maintaining ongoing diagnostic/prescriptive programs.
- ___ 5. Assists staff members by suggesting appropriate materials based upon diagnostic/prescriptive evaluations.
- ___ 6. Participates in the planning, operation and evaluation of summer and preservice workshops for teachers, aides and administrators.
- ___ 7. Prepares such reports, keeps such records, and performs such other related duties as may be assigned.
- ___ 8. Assists administration and departments in carrying out the evaluation components of the site plan.

WORK SCHEDULE AND SALARY

The Training Specialist, High School, serves 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.