

**CLASS SPECIFICATIONS FOR THE  
TRAINING SPECIALIST, SPECIAL EDUCATION**

**DEFINITION**

Under direction, assists special education department personnel in organizing, planning, implementing and coordinating the staff development of its programs.

**QUALIFICATIONS**

Credential: Possession of a basic teaching credential and a credential authorizing service in at least one area of special education as issued by the California State Board of Education.

and

Education: Baccalaureate or higher degree from an approved institution. Priority consideration will be given to those who have undertaken advanced college courses in educational technology and leadership.

and

Experience: A minimum of three years of full-time teaching experience in a public or private school, with at least one year of experience in special education. Demonstrated competency in organizational skills, office management and peer leadership.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Is responsible for providing technical assistance to the special education department in the planning, implementation, and evaluation of staff development activities.
- \_\_\_ 2. Plans and conducts staff training workshops.
- \_\_\_ 3. Liaison for staff development activities with county, state, and other school district staff development units.
- \_\_\_ 4. Assists in preparing reports and maintaining records of staff development activities.
- \_\_\_ 5. Utilizes the work of paraprofessionals as assigned to the special education media center.
- \_\_\_ 6. Prepares inservice training materials for staff development workshops and activities.
- \_\_\_ 7. Assists in maintaining a master calendar of timelines and staff development activities.
- \_\_\_ 8. Develops and writes brochures, newsletters, etc., for the special education department.
- \_\_\_ 9. Works closely with special education staff members so that the media center can be of maximum service to the instructional program.
- \_\_\_ 10. Assists in the preparation of staff development reports as required by the special education administration.
- \_\_\_ 11. Attends and participates in required inservice training activities.

## **TRAINING SPECIALIST, SPECIAL EDUCATION**

### **WORK SCHEDULE AND SALARY**

Training Specialists serve on the days schools are in session, plus five days before school is open and five days after school is closed. They are placed on the teachers' salary scale according to training and experience. Additional days of service may be required for which compensation will be paid at the per diem rate.

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