

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Community Assistant I (Special Education Parent Facilitator)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
REVISED:	November 30, 2001		

BASIC FUNCTION:

Serves as a liaison to parents of handicapped pupils of all ages regarding the Special Education Program and its activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Make home visits and telephone calls to parents of pupils enrolled in special education classes to encourage interest and involvement in activities at the child's school. **E**

Assist Special Education management staff, teachers, and other paraeducators in a variety of duties such as scheduling and attending meetings and workshops, planning educational programs for the parents, and by providing support to parents of handicapped pupils. **E**

Arrange and attend parent activities. **E**

May participate in individual or small group tutorial activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Socio-economic problems in the community.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships with parents, school staff, and the public.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting, driving to various locations.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Note: This job class is distinguished from other Community Assistant I positions in that it requires the Employee to have or have had a child enrolled in a special education program. It is distinguished from the next higher level of Community Assistant II (Special Education Parent Facilitator) in that duties are less complex and are performed under closer supervision.

Some positions may require conversational and written skills in a foreign language.

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