SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Special Education Labor Supervisor

REPORTS TO: Director

DEPARTMENT: Special Education

CLASSIFICATION: Supervisory

FLSA: Exempt

SALARY GRADE: 036

AASD Supervisors’

ISSUED: May 31, 2002

BASIC FUNCTION: Supervise, assign and monitor performance of classified paraprofessional employees assigned to school sites by the Special Education Department; assist school sites with staffing of paraprofessional positions; monitor work site hours and resolve problems related to assigned function.

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

Supervise, assign and monitor performance of classified paraprofessional employees assigned to school sites by the special education department. E

Assist school sites with staffing of paraprofessional positions; monitor work site hours and resolve problems related to assigned function. E

Process assignment authorizations and other related documents for paraprofessionals hired by the special education department. E

Interview and/or assist in the interview process for paraprofessionals as needed, including substitute employees hired and provide data for the substitute assignment system; refer qualified applicants to site administrators for selection. E

Monitor and update databases dedicated to paraprofessional staff assigned by special education department as part of mandated IEP (Individualized Education Plan) requirements. E

Attend meetings and serve on special education committees as assigned; travel to school sites as necessary. E

Conduct special education inservice training for paraprofessionals on work hours, reporting of absences, duties and responsibilities of paraprofessional staff at school site, and other related information. E

Interpret and explain district policies and procedures related to the special education function to district staff, parents, community groups and the public. E

Implement changes to operating procedures for paraprofessional staff as necessary; update manuals and other materials related to the hiring process for paraprofessional staff. E
Organize, gather, compile and prepare a variety of reports related to staffing of paraprofessionals.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration and one year of recent, related experience.

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:
Technical aspects of field of specialty.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with all levels of district staff, parents and the public.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting, driving to conduct work.

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.

Issued 5/02
Revised 3.29.04—PeopleSoft
Job Code 6442
jm