SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Special Education Legal Assistant

REPORTS TO: Assigned Supervisor

DEPARTMENT: Legal Services

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 058

REVISED: April 27, 2004

BASIC FUNCTION: Assist or independently represent the district’s legal position in mediation and due process hearings; receive, investigate and respond to complaints related to special education program issues.

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

Assist with administrative detail; assist or independently represent the district’s legal position in mediation and due process hearings. E

Receive, investigate and respond to complaints related to special education program issues. E

Assist or prepare documentary evidence and legal arguments based on district procedures and precedent. E

Investigate and discuss complaints with and act as department liaison to district staff, public agency personnel and parents. E

Prepare and submit district’s response to the appropriate public agency in accordance with established procedures and timelines. E

Maintain confidential records and files and prepare reports. E

Explain related district or departmental policies and procedures. E

Review existing federal and state mandates regarding special education pupil rights; make recommendations and implements approved changes in district procedures related to special education. E

Prepare and disseminate information to staff and parents pertaining to special education regulations and policies and procedures. E
Participate in individual education program (IEP) assessment meetings; attend and participate in meetings and conferences as a representative of the department.

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 major in business or public administration or other appropriate field, and two years of full-time, progressively responsible, special education due process experience including research of legal issues and presentation of cases in due process matters for public agencies. Graduation from an accredited school of law and satisfactory completion of the California bar examination may be substituted for the experience requirement. Additional coursework or training in special education or law is desirable but not required.

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:
State and federal special education mandates and processes.
Technical aspects of field of specialty.
District policies, procedures and programs.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:
Communicate effectively orally and in writing.
Exercise skill in research procedures and report preparation.
Establish and maintain effective working relationships with all levels of district staff, parents and representatives of other agencies
Operate standard office equipment including microcomputers and related software applications.
Present information in individual and/or group settings
Plan and organize work.
Maintain records and reports.
Meet schedules and time lines.
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:
Indoor office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

Job Code 6955
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