

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Special Education Resource Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education Programs Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 PARA
<b>REVISED:</b>	January 10, 2005		

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**BASIC FUNCTION:**

Schedule classified employees on a district wide basis to provide language translations/interpretations during Individual Education Plan (IEP) meetings with non-English speaking parents; translate and interpret during the IEP meetings; establish and maintain contact with community organizations to obtain translators/interpreters when district resources are unavailable.

**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**

Arrange and schedule IEP meeting requiring services of bilingual classified staff for non-English speaking parents. **E**

Maintain resource lists of bilingual translators/interpreters obtained through contacts with civic and community groups and local colleges and universities. **E**

Act as translator/interpreter during IEP meetings. **E**

Review for completeness and/or translates IEP forms. **E**

Assist in the development, preparation and assembly of special education program materials and Informational bulletins. **E**

Administer standardized tests and other assessment devices to pupils. **E**

Maintain program records and files. **E**

Make telephone calls and home visits to parents to solicit participation in special education program activities. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of satisfactory service as a Community Assistant I.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Socioeconomic problems in the community

Technical aspects of language translation/interpretation.

Reading and writing English communication skills.

**ABILITY TO:**

Read, write, and understand the English language (fluency in conversational and written Spanish or other foreign language required for designated assignments).

Communicate program activities to district staff, parents, pupils, and the community.

Establish and maintain effective working relationships with others.

Communicate effectively and maintain cooperative relationships.

Operate standard office equipment including microcomputers and related software applications.

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:**

Classroom and office settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; 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.

Revised 1.10.05--JB

Revised 3.29.04—PeopleSoft

Job Code 6429

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