

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Community Assistant II (Special Education Parent Facilitator)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 PARA
<b>REVISED:</b>	November 30, 2001		

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#### **BASIC FUNCTION:**

Act as a liaison to and assist in developing activities for parents of handicapped pupils enrolled in special education programs and assist in the coordination of other paraprofessional staff.

**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**

Meet with groups of designated paraprofessional staff to discuss program activities. **E**

Give lectures to interested groups about special education programs. **E**

Develop parent education material. **E**

Attend meetings and local and out-of-district conferences related to special education programs. **E**

Assist in planning workshops and special family activities. **E**

Arrange for publication of activities. **E**

Review time cards of Community Assistant I (Special Education Parent Facilitator) and maintain a variety of records. **E**

Set up and operate audiovisual equipment. **E**

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of experience in the job class of Community Assistant I (Special Education-Parent Facilitator).

**LICENSES AND OTHER REQUIREMENTS:**

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

Fluency in conversational Spanish or other foreign languages may be required for designated assignments.

**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; coordinate the work of others.

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; 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.

This job class is distinguished from other Community Assistant II (Special Education-Parent Facilitator) positions in that it requires the employee to have or have had a child enrolled in a special education program. It is distinguished from Community Assistant I (Special Education-Parent Facilitator) in that it is broader in scope and complexity and duties are performed more independently.

NOTE: Many positions in this job class are part-time. Part-time positions are subject to an increase or decrease in hours according to district needs.

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Job Code 6448

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