

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division

Class Description  
**SPECIAL EDUCATION TEACHER**

**Job Purpose**

Provide instruction and support in a variety of settings according to District approved courses of study and curriculum, at a rate and level commensurate with established student expectancies and goals.

**Responsible To**

School Principal/supervisor or designee of the school/office to which assigned for administrative direction  
Program personnel within the Division of Special Education for technical direction

**Subordinates**

Classified and unclassified personnel as assigned

**Functions**

Essential Functions

1. Serves as a teacher in one of the following areas of specialization that includes Mild/Moderate Disabilities (M/M), Moderate/Severe Disabilities (M/S), Deaf and Hard of Hearing (DHH), Visual Impairments (VI), Physical and Health Impairments (PHI), and Early Childhood Special Education (ECSE), providing instruction according to District approved courses of study and curriculum, at a rate and level commensurate with established student expectancies and Individualized Education Plan (IEP) goals and objectives.
2. Uses information about individual students' academic strengths and needs in planning.
3. Designs activities to engage students in cognitively challenging work aligned to standards.
4. Establishes a classroom environment that is safe and supportive, risk-taking is encouraged, students feel free to contribute their ideas, and teacher and student interactions are respectful and polite to promote a positive learning environment for all students.
5. Initiates or participates in IEP meetings with administrators, faculty, parents, and other parties involved to develop an IEP for eligible students.
6. Utilizes District approved behavior modification techniques to implement the IEP goals and continually monitors student progress toward IEP goal achievement.
7. Lifts, maneuvers, and positions students into and out of assistive and/or ambulatory devices to meet the requirements of the IEP.
8. Attends to the basic needs of the students, such as feeding, cleaning, toileting, and diapering to meet the requirements of the IEP.
9. Generates, organizes, and maintains the appropriate IEP records and other related due process documents for students served, referred, or assessed.
10. Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus.
11. Follows established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
12. Communicates with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren); advocates the special needs of the students with the school and community.
13. Reflects on practice and student work to determine what went well and what changes could improve instruction and uses reflection to inform future instruction.
14. Evaluates the performance of subordinate personnel.

### Other Functions

1. During periods of critical shortage or other emergency situation shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties in accordance with the District-UTLA Agreement and as assigned.

### Qualifications

#### Education

An earned bachelor's degree from an accredited college or university.

#### Credential

1. An Education Specialist credential or equivalent or combination of credentials authorizing service in a specific disability and at the level of this class description, must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. English Learner Authorization.
3. "No Child Left Behind" (NCLB) compliance in each core academic subject taught.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in special education.
2. Ability to plan, organize, prioritize, and manage time.
3. Positive attitude towards students, learning, and teaching.
4. Effective communication skills including giving clear concise instructions, using correct terminology and appropriate level of delivery, listening without bias, and providing appropriate feedback reinforcement.
5. Knowledge of teaching strategies and classroom management.
6. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
7. Knowledge of effective methods for safely maneuvering, lifting, and/or transporting disabled or injured students.
8. Ability to communicate effectively with students, parents, peers, administrators, and other District personnel, both individually and as a group.
9. Ability to observe and evaluate student activities.
10. Ability to compose and comprehend written communication.
11. Ability to cope with crisis situations.
12. Ability to cope with multiple tasks.
13. Mobility to work at a multilevel site.
14. Ability to travel to other sites/locations.
15. Knowledge of computer-based programs and appropriate technological skills.

### Special Physical Demands

1. Ability to safely lift, maneuver, and position students, with or without aid, when feeding, mobilizing, cleaning, and/or toileting.
2. Ability to properly use and manipulate equipment designed to support and/or transport a disabled or injured student.
3. Ability to appropriately and safely lift and/or transport, with or without aid, or otherwise support a disabled or injured student.
4. Mobility to traverse all areas of the work site.

### Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Special Requirements:

Annual Blood Borne Pathogen training (new employees must complete prior to employment).

*NOTE: This is a Preparation Salary (T) or (L) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

Updated 10/13

PRO

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description

**TEACHER, ADAPTED PHYSICAL EDUCATION, K-12**

**Job Purpose**

Provides instruction and support in a variety of settings according to District approved courses of study and curriculum, at a rate and level commensurate with established student expectancies and goals.

**Responsible to**

Receives administrative and technical direction from the Specialists and/or Coordinator, Adapted Physical Education Program.

**Subordinates**

Classified and unclassified personnel as assigned

**Functions**

Essential Functions

1. Teaches adapted physical education to students in grades K-12 in an assigned school or on an itinerant assignment. In a regular secondary school may teach other classes for which appropriately credentialed, according to approved courses of study and at a rate and level commensurate with established expected student progress in accordance with existing federal and state mandates.
2. Participates in Individualized Education Program (IEP) meetings to develop an IEP for eligible students.
3. Provides for continuous evaluation of student progress toward achievement of IEP goals.
4. Screens and refers students for significant gross motor delays to appropriately access the least restrictive environment physical education program and provides suggestions for adaptations to classroom teachers.
5. Assesses students for entry into and exit from adapted physical education programs.
6. Teaches adapted physical education in a collaborative setting to students in early childhood and K-12 special education classrooms throughout the District.
7. In cooperation with school and central office staff, plans the appropriate depth of content for long-range and short-term objectives for the adapted physical education program.
8. Maintains proper control and a suitable learning environment in assigned classes; cooperates with school administration and staff in providing such control and environment in buildings and on the grounds.
9. Maintains records for student attendance and student progress on Welligent and MISIS.
10. Serves as a resource person to the administrators and teachers of the school to which assigned regarding supplies and equipment, supplementary motor development activities, staff development opportunities, special events, and current developments in policy, research, and methods in the area of adapted physical education.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

## **Qualifications**

### Education

#### *Required*

1. An earned bachelor's degree from an accredited college or university.
2. Individuals holding prerequisite credentials in special education are required to complete twelve semester units of physical education coursework with a minimum of three semester units in both kinesiology and motor development along with the APE Added Authorization program.

#### *Desirable*

1. A minor in an area of special education.
2. A physical education major or minor, including course work in all of the following areas: anatomy, kinesiology, physiology of exercise, and adaptation of physical education to individual needs.

### Language

Ability to speak Spanish or other target language is desirable.

### Credentials

1. Valid California prerequisite teaching credential authorizing the teaching of physical education in any grade K-12 or a credential authorizing instruction or services in special education must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. English Learner Authorization.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of and ability to conduct and implement a cognitively challenging instructional program as required by a District approved course of study.
2. Knowledge of content and pedagogy necessary for effective instruction in the area of adapted physical education; enthusiasm for, imagination, and creativity in teaching the necessary skills for academic success; and commitment to the education of all students.
3. Knowledge of and ability to instruct students in adapted physical education and apply safety standards.
4. Understanding of the physical, intellectual, social, and emotional growth patterns of students in adapted physical education.
5. Ability to lead differentiated activities in the areas of perceptual-motor development, locomotor skills, object control skills, playground and recreation skills, physical fitness skills, fundamental rhythms, adaptive behaviors, and swimming to meet diverse student learning needs.
6. Ability to apply knowledge of anatomy, physiology, kinesiology, and health education to the adapted physical education program.
7. Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.
8. Ability to work effectively with students, parents, staff members, and community representatives in providing a rigorous educational program.
9. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
10. Ability to communicate effectively including giving clear concise instructions; using professional judgement, academic language, and appropriate level of delivery; and listening without bias and providing appropriate feedback or reinforcement.
11. Ability to compose and comprehend written communication.
12. Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
13. Poise, tact, and good judgment, and commitment to the education of all students.

### Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Special Requirements

1. A valid California driver license and the use of automobile in order to travel to sites and locations throughout LAUSD.
2. Annual Blood Borne Pathogen training (new employees must complete prior to employment).

*NOTE:* This is a Preparation Salary (T) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division

Class Description

**PSYCHIATRIC SOCIAL WORKER**

**Job Purpose**

Promotes early identification of students with behavioral, social, and/or emotional problems and provides opportunities for ameliorative intervention; and recommends procedures for dealing with those effects on a student's learning and behavior.

**Responsible to**

Director, Mental Health Services; Assistant Director, School Mental Health;  
Field Coordinator, Mental Health Services; Specialist, Psychiatric Social Work; or designee.

**Subordinates**

Supervises the work of classified personnel as assigned.

**Functions**

Essential Functions

1. Provides individual, group and family treatment targeting students who are at risk of school failure due to social, behavioral, and emotional problems utilizing evidence based and/or evidence informed practices.
2. Provides student and parent psycho-education on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention, and other social emotional issues that impact learning.
3. Promotes parent engagement in the educational process.
4. Provides parent education programs.
5. Utilizes electronic health records for documentation pertaining to programmatic requirements, and to comply with federal, state and Department of Mental Health regulations.
6. Conducts staff development to address barriers to learning and restore and maintain a safe and healthy learning environment for students, staff, and parents, including: Impact of Trauma and Learning, Psychological First Aid, Crisis Intervention, Threat Assessment and Management, and Suicide Prevention Services.
7. Collaborates with teachers and school staff providing mental health consultation to develop strategies for classroom management, designing and monitoring behavior contracts, and positive behavior support planning and implementation.
8. Implements evidence-based interventions for individual, groups and families to address clinical symptoms of trauma, depression, anxiety and other clinical issues with fidelity and measurable outcomes.
9. Provides community referrals, linkages, and collaborations with District and community resources to address student and family needs.
10. Plans, coordinates, and participates in multidisciplinary teams, including: Coordination of Services Team (COST), Student Success Teams (SST), Resource Coordinating Council, School Wide Positive Behavior Support (SWPBS), and other activities.
11. Participates in school, central and decentralized District Crisis Teams and Threat Assessment Teams.
12. Provides support recovery programs for students and staff in the event of a natural disaster or act of violence/terrorism.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

## **Qualifications**

### Education

#### *Required*

An earned master's degree in social work from an accredited college or university accredited by the Council on Social Work Education (CSWE).

### Credentials

One of the following California credentials authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. A pupil personnel services credential authorizing service in social work
2. Services credential with specialization in health designating social work service

### License

A valid license as a clinical social worker issued by the California Board of Behavioral Sciences OR immediate registration as an Associate Clinical Social Worker upon date of hire. Must remain in good standing with the California Board of Behavioral Sciences for the duration of the waivers permitted by law, not to exceed six years.

### Experience

#### *Required*

At least one year of employment in the field of psychiatric social work while under supervision and working with school-age children, or a one-year field placement in a mental health setting working with school-age children.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Ability to apply the principles and techniques of social work to mental health problems.
2. Skill in the various modes of social work with emphasis on crisis intervention, mental health consultation, and community organization.
3. Ability to relate social development to the emotional and mental disorders of learning.
4. Sensitivity to and understanding of the needs of English Learners (EL) students and parents.
5. Facility in oral and written communication in English.
6. Skill in using computer software such as Microsoft Office applications.
7. Skill in completing electronic health records utilizing Welligent or its successor software.
8. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
9. Appropriate manner including poise, tact, good judgment, and ability to work effectively with District personnel, community representatives, parents, and students.

### Health

Physical and mental fitness to engage in service as a psychiatric social worker as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Special Requirements

A valid California Driver License and the use of an automobile.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description

**SPEECH AND LANGUAGE PATHOLOGIST**

A. Job Purpose

Conducts speech and language assessment, diagnoses, and treatment for students with communication disabilities; serves as a resource to speech and language special education teachers, general education teachers, and administrators.

B. Responsible To

Specialist, Speech and Language

C. Subordinates

None

D. Functions

Essential Functions

1. Prescribes and implements treatment plans designed to meet the individual communicative needs of each student.
2. Conducts speech and language assessments in compliance with District policies, mandates and regulations from the California Education Code, and the Individuals with Disabilities Education Act.
3. Identifies students with a speech and language impairment(s) through comprehensive and concise written assessment reports and District-approved assessment instruments.
4. Participates in Individualized Education Program (IEP) meetings to present assessment results and progress reports; provides for continuous evaluation of students' progress toward IEP goals; identifies students' eligible for service completion and adequately prepares students, school staff, and parents for a transition phase of therapy prior to the recommendation for dismissal.
5. Consults with administrators, general education teachers, special education teachers, and parents to identify the speech and language needs of students; participates in Student Success Team meetings.
6. Plans, organizes, serves, and assesses at assigned school sites, additional school sites or clinics as needed, with the understanding that these students are in addition to the base caseload pursuant to the Education Code Section 56363.3.
7. Provides support for Due Process activities related to speech and language assessments and short-term interventions as directed by speech and language administrative staff.
8. Conducts professional development training for school staff and parents on speech and language pathology issues, including normal communicative development, strategies and accommodations for assisting students to communicate more effectively.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

## **E. Qualifications**

### **Education**

#### **Required**

An earned master's degree in communicative disorders or speech pathology from an accredited college or university.

### Experience

#### Required

None

### Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices, current trends, literature and research in the field of speech and language pathology.
2. Knowledge of federal, state and local policies, rules, laws, regulations and legislation pertaining to speech and language pathology.
3. Knowledge and understanding of the Individuals with Disabilities in Education Act, school system and special education programs.
4. Knowledge and skill in the use of a variety of service delivery models including direct pull-out and the collaborative practices of consultation and co-teaching.
5. Ability to use a variety of evidence-based methods, techniques, and practices in speech and language therapy.
6. Ability to compose and comprehend written communication and to communicate effectively with students, parents, and District personnel, both individually and as a group.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.
8. Ability to conduct oneself in a professional manner that effectively represents LAUSD and the field of speech and language pathology.
9. Knowledge of staff development and professional development resources and the ability to implement them.
10. Ability to cope with high volume work and multiple tasks.
11. Ability to effectively utilize computer technologies.
12. Ability to travel to multiple sites/locations in the District.

### Health

Physical and mental fitness to serve as a Speech Pathologist as certified by a California Clinical Rehabilitative Services License or the California Commission on Teacher Credentialing, pursuant to Education Code 44831.

### License/Certification

#### Required

A valid license issued by the California Speech-Language Pathology and Audiology Board or a candidate for the license who will complete the Required Professional Experience (RPE) during the first year of employment.

#### Desirable

Certificate of Clinical Competence (CCC) or a Clinical Fellowship Year (CFY)

### Special Physical Demands

Ability to carry up to 15 pounds of equipment and materials.

*NOTE: This is a Special Services Salary (D) Table class.*

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description

**SCHOOL OCCUPATIONAL THERAPIST, SPECIAL EDUCATION**

**Job Purpose**

Deliver occupational therapy services to students placed or referred for placement in special education programs.

**Responsible To**

Coordinator, Special Education Related Services or designee for administrative direction  
Senior School Therapist or Coordinating School Therapist for technical direction

**Subordinates**

School Occupational Therapy Assistant

**Functions**

Essential Functions

1. Conducts assessments of students to determine eligibility for occupational therapy.
2. Evaluates and provides occupational therapy services to students with special education eligibilities.
3. Reviews reports from health care providers requesting occupational therapy and coordinates occupational therapy services with students' health care providers.
4. Collaborates with District medical personnel to coordinate medical care protocols and acts as a resource to school personnel in interpreting occupational therapy services.
5. Works with staff at school sites and District offices in prevention and intervention strategies.
6. Develops and re-evaluates students' individual occupational therapy plans on a regular basis.
7. Provides present level of performance for use in Individual Education Plan (IEP) committees, attends IEP meetings as necessary, and maintains progress notes on student records.
8. Collaborates with parents regarding plans for occupational therapy services, including planning for therapy in the least restrictive environment.
9. Maintains a safe and orderly treatment area.
10. Works with and evaluates the performance of the Occupational Therapy Assistant consistent with licensure requirements.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

**Qualifications**

Knowledge, Skills, Abilities and Personal Characteristics

1. Ability to use a variety of modern methods, techniques, and practices in occupational therapy including assistive technology.
2. Knowledge of the fundamental principles and accepted trends in the field of school occupational therapy.
3. Ability to compose and comprehend written communication.
4. Ability to use scientifically-based research and evidence in their decision-making process.
5. Ability to communicate effectively with students, parents, and District personnel, both individually and as a group.

6. Ability to properly use and to care for the materials, supplies, and equipment employed in performing services as an occupational therapist.
7. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
8. Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.
9. Ability to travel to sites/locations throughout the District.
10. Ability to observe and evaluate subordinate's activities.
11. Knowledge of basic computer application software.

#### Experience

##### *Required*

No experience required.

##### *Desirable*

Successful experience in planning and providing occupational therapy services, predominately to children and adolescents, in school settings, accredited medical centers, hospitals, clinics, and/or agencies.

#### Education

An earned bachelor's or master's degree in Occupational Therapy from a college or university accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

#### License

A current and valid license issued by the California Board of Occupational Therapy to practice occupational therapy.

#### Registration

A current and valid certificate of registration in occupational therapy issued by the National Board for Certification in Occupational Therapy.

#### Health

Physical and mental fitness to serve as a School Occupational Therapist as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

MSR

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division

Class Description  
**SCHOOL PHYSICAL THERAPIST, SPECIAL EDUCATION**

**Job Purpose**

Deliver physical therapy services to students placed or referred for placement in special education programs.

**Responsible To**

Coordinator, Special Education Related Services or designee for administrative direction  
Senior School Therapist or Coordinating School Therapist for technical direction

**Subordinate**

School Physical Therapist Assistant

**Functions**

Essential Functions

1. Conducts assessments of students to determine eligibility for physical therapy.
2. Evaluates and provides physical therapy services to students with special education eligibilities.
3. Reviews reports from health care providers requesting physical therapy and coordinates physical therapy services with students' health care providers.
4. Collaborates with District medical personnel to coordinate medical care protocols and acts as a resource to school personnel in interpreting physical therapy services.
5. Works with staff at school sites and District offices in prevention and intervention strategies.
6. Confers with staff at school sites and District offices regarding student access and school site accessibility.
7. Develops and re-evaluates students' individual physical therapy plans on a regular basis.
8. Provides present level of performance for use in Individual Education Plan (IEP) committees, attends IEP meetings as necessary, and maintains progress notes on student records.
9. Collaborates with parents regarding plans for physical therapy services, including planning for therapy in the least restrictive environment.
10. Maintains a safe and orderly treatment area.
11. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

**Qualifications**

Knowledge, Skills, Abilities and Personal Characteristics

1. Ability to use a variety of modern methods, techniques, and practices in physical therapy.
2. Knowledge of the fundamental principles and accepted trends in the field of school physical therapy.
3. Ability to compose and comprehend written communication.
4. Ability to use scientifically-based research and evidence in their decision-making process.
5. Ability to communicate effectively with students, parents, and District personnel, both individually and as a group.

6. Ability to properly use and to care for the materials, supplies, and equipment employed in performing services as a physical therapist.
7. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
8. Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.
9. Ability to travel to other sites/locations throughout the District.
10. Ability to observe and evaluate subordinate's activities.
11. Knowledge of basic computer application software.

Experience

*Required*

No experience required.

*Desirable*

Successful experience in planning and providing physical therapy services, predominately to children and adolescents, in school settings, accredited medical centers, hospitals, clinics, and/or agencies.

Education

An earned bachelor's or master's degree in Physical Therapy from a college or university accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE).

License

A current and valid license issued by the Physical Therapy Board of California to practice physical therapy.

Health

Physical and mental fitness to serve as a School Physical Therapist as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

*Note: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

MSR

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description

**EDUCATIONAL AUDIOLOGIST**

**Job Purpose**

Serves in a consulting capacity and provides technical audiological and rehabilitative services in an assigned regional area or Special Education Services Unit; provides specialized services which include the completion of in-depth individual diagnostic audiologic evaluations of students referred because of suspected hearing loss; consults with school personnel, parents, and other professionals concerned with the auditory/educational progress of students; participates in the identification and placement process for students eligible for programs for the hearing impaired.

**Responsible to**

Receives administrative direction from the Coordinator, Special Education Services Unit or designee and technical direction from the Senior Educational Audiologist.

**Subordinates**

Supervision is not exercised

**Functions**

Essential Functions

1. Selects the appropriate test instruments and administers audiologic examinations to obtain data necessary for understanding the individual student's hearing status.
2. Provides interpretation of audiologic test results and makes recommendations to students, parents and school personnel regarding audiological evaluation and assists in the development of individualized educational plans for students with impaired hearing; maintains student records containing audiological information.
3. Selects and fits appropriate classroom amplifications.
4. Consults with classroom teachers regarding their understanding and monitoring techniques of classroom auditory equipment as well as students' personal hearing aids.
5. Provides assessment of students for placement in a listening skills development curriculum.
6. Counsels individually and in groups; confers with school personnel and other individuals from community agencies concerning students with hearing losses.
7. Participates in staff conferences, including case conferences, relating to the needs of students with hearing losses.
8. Assists the Senior Educational Audiologist with in-service education for students, parents, teachers and other school personnel regarding the effective use of audiological services in the teaching of students with hearing losses.
9. Submits for filing, in compliance with established policies and procedures, audiologic evaluations, including written reports, of students referred for audiologic services.
10. Assists in evaluating the acoustic environment of classrooms used for students with hearing losses.
11. Obtains the necessary assistance from other organizational units of the District and outside agencies in meeting the needs of referred students.
12. Monitors the progress of students with hearing losses, use of amplification and making appropriate adjustments as needed.
13. Serves as a resource person to school personnel in the effective use of audiologic resource services.
14. Participates in research to evaluate procedures and tests used in audiologic evaluation.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are

- registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

### **Qualifications**

#### **Education**

##### *Required*

An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.

##### *Desirable*

A certificate of Clinical Competence in Audiology from the American Speech and Hearing Association.

#### **Credentials**

A valid California credential or combination of credentials authorizing service as an audiologist must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

#### **Knowledge, Skills, Abilities, and Personal Characteristics**

1. Knowledge of the fundamental principles, methods and techniques for evaluating students' hearing.
2. Understanding of the etiology, psychology, problems and needs of students with hearing losses.
3. Knowledge of speech and language development in students with hearing losses and the relationship of hearing losses to personality and emotional development.
4. Skill in speech reading and auditory training techniques.
5. Skill in the selection, evaluation of performance characteristics and the use of classroom amplification systems, hearing aids and other audiological equipment.
6. Skill in interpreting and reporting audiometric, audiologic and related behavioral test data.
7. Ability to communicate effectively with students, parents and District personnel.
8. Knowledge of in-service resources and ability to implement them.
9. Ability to compose and comprehend written communication.
10. Ability to work effectively with diverse racial, ethnic, linguistic, disability and socioeconomic groups.
11. Ability to travel to other sites or locations.
12. Mobility to traverse all areas of the work site.

#### **Health**

Physical and mental fitness to engage in service as an audiologist as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

#### **Special Requirements**

A valid California Driver License and the use of an automobile.

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH



LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit B  
Class Codes

SPECIAL EDUCATION ASSISTANT	4571
SPECIAL EDUCATION ASSISTANT (MALE)	4566
SPECIAL EDUCATION TRAINEE	4575
SPECIAL EDUCATION TRAINEE (MALE)	4562
SPECIAL EDUCATION TRAINEE (RESTRICTED)	

DEFINITION

A Special Education Assistant assists teachers by caring for the physical needs of students with disabilities and helping in their training and education through the presentation of educational materials or exercises. Special Education Trainees assist teachers in caring for students' physical needs and in presenting educational material and developmental exercises while learning the duties and responsibilities of a Special Education Assistant through a combination of experience and formal education. The counterpart classes with parenthetical designation in their titles are assigned duties similar to those of the classes with the same basic title.

TYPICAL DUTIES

- Performs a variety of activities pertinent to training, physical care, disciplining, and tutoring in order to inculcate habits, knowledge, and skills in students with disabilities.
- Assists teachers in implementing lessons or portions of lessons to a student or a group of students, checks accuracy of work, and presents additional assignments as directed by a teacher.
- Helps students to use books, classroom materials, and equipment.
- Adjusts or rephrases portions of text and classroom instructions.
- Keeps routine records related to recording attendance, grades, test scores, and lunch money.
- Assists teachers with use of electronic equipment and presentation of materials and methods to reinforce lessons to students.
- Assists teachers in directing activities for assigned groups of students.
- Lifts students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff.
- Assists students with all aspects of toileting which may include diapering and lifting on and off the toilet, changing tables, and mats when trained by appropriate staff.
- Assists students with the use of mobility equipment, such as leg braces, walkers, mobile standers, and tricycles when trained by appropriate staff.
- Assists teachers in working with students who may be demonstrating such behaviors as hitting, biting, scratching, and running, and works as a member of a team to implement the behavior support plan and/or crisis plan when trained by appropriate staff.
- Under the teacher's direction, participates in data collection on behaviors as part of behavior support plan development and implementation.
- Assists teachers in maintaining an environment conducive for learning and encouraging appropriate behavior by the students using a consistent team approach.
- Assists teachers in carrying out positive reinforcement procedures and reactive strategies identified in a behavior support plan, such as prompting student to switch to functionally equivalent replacement behavior and debriefing during the school day.
- Assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
- Assists bus drivers in maintaining discipline and responding to the physical needs of students.
- Supervises a group of students in the temporary absence of the responsible teacher when notified.

May obtain food from the kitchen, serves food, and feeds students or helps them to feed themselves.

May make minor adjustments on special equipment such as wheel chairs, crutches, braces, standing tables, and gurneys when trained by appropriate staff.

May act as a resource regarding student issues at Individual Education Plan (IEP) meetings, if requested.

May take student temperatures, administer first aid, and provide basic nursing care as directed or authorized by a School Nurse.

May carry out the instructions of a Supervising Special Education Assistant or certificated employee to implement special physical handling, care, or exercises prescribed by doctors, nurses, or therapists when trained by appropriate staff.

May work with teachers, agencies, and private companies to assist in making job placements for graduates of vocational courses and may take students to job interviews.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Special Education Trainee performs beginning-level work of gradually increasing responsibility in assisting in meeting the physical and educational needs of students in special education schools and classes. A Special Education Trainee (Restricted) is hired in accordance with the provisions of Education Code Section 45259.

A Special Education Assistant assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of students with disabilities.

The (Male) counterpart of the above classes performs the same duties as the basic class and provides physical care of an intimate nature for students of the designated sex.

A Supervising Special Education Assistant supervises Health Care Assistants and Special Education Assistants and Trainees and coordinates scheduling and assignments related to classroom, playground, and cafeteria duties.

## SUPERVISION

General supervision is received from a Supervising Special Education Assistant or a certificated administrator. Work direction is received from a teacher. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Physical and emotional needs of children at various age levels
- General nature and causes of physical, mental, and emotional disabilities
- First aid techniques
- Functioning of special equipment, such as wheel chairs and braces

### Ability to:

- Speak English using good vocabulary
- Gain students' confidence
- Communicate and relate effectively with students
- Act calmly and appropriately in emergencies
- Take orders and follow instructions accurately
- Assist in feeding and toileting of students with special needs

Special Physical Requirement:

Sufficient strength to safely lift and carry objects or assist in lifting students of varying weights

ENTRANCE QUALIFICATIONS

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Special Education Trainee and Counterpart Class

Education and Experience:

Possession of a HS diploma or equivalent AND one of the following:

Pass the District Proficiency Test and Possession of an AA or higher degree, or 48 semester or 72 quarter units from a recognized college or university.

OR

Pass the District Proficiency Test and the Instructional Assistance Test and have 600 hours of paid experience or verifiable supervised volunteer experience providing physical or instructional assistance to disabled individuals in a school, pre-school, hospital, or other education program, or 600 hours of verifiable experience as a student teacher in a school for disabled students

Those who are on Paraeducator Career Ladder participant at Level 3, need 600 hours as a paraeducator for LAUSD.

Special Education Assistant and counterpart class

Education:

Twelve college semester units or 18 quarter units in courses directly related to the instruction, physical care, or well-being of children with disabilities. Such courses are most likely to be offered in the following areas: special education, child development, psychology, health, and education. Successful completion of a course in language signing or Braille offered by the District or a recognized college or university may be substituted for three of the twelve required semester units.

Experience:

One year of paid experience in an education program for children with disabilities and current status as a permanent Special Education Trainee.

**Special:**

A Los Angeles Unified School District Food Handler's Certificate must be obtained upon appointment and renewed annually.

A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment.

Ability to communicate in a language in addition to English may be required for some positions.

A valid California Driver License and use of an automobile may be required for some positions.

A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised  
06-14-18  
SD