

## SPECIAL EDUCATION RESOURCE COORDINATOR

### DEFINITION

Provides coordination, supervision, and support services to the Division of Special Education by assisting school administrators in the staffing and scheduling of special education paraprofessionals at school sites and determining training needs.

### TYPICAL DUTIES

Assists school administrators to coordinate the work of Supervising Special Education Assistants, Special Education Assistants, and Special Education Trainees with regards to scheduling and assignments related to classroom, playground, and cafeteria duties, the care of physical needs of students with disabilities, and basic nursing care procedures and protocols for students with disabilities.

Coordinates with District Nursing Services to assign, train, and schedule Health Care Assistants as it relates to the special handling, care, or exercises prescribed by doctors, nurses, or therapists. Works with Supervising Special Education Assistants at schools to provide mentorship and resources.

Confers with school principals or designee to compile data related to special education paraprofessional positions and incumbents to assess staffing needs and make adjustments at school sites.

Maintains and updates records of parent and staff contacts, including information regarding issues raised and solutions to problems.

Develops and conducts workshops and professional development related to special education paraprofessionals' duties, responsibilities, and expectations at school sites.

Identifies and obtains appropriate training resources such as District bulletins, policies, procedures, and District representatives.

Reviews, interprets, and imparts information regarding District policies and procedures and bargaining unit contract provisions relevant to special education paraprofessional services to parents and staff.

Provides administrative support by reviewing overtime requests, responding to call center inquiries and concerns, and obtains and summarizes policies and procedures to other departments.

May act as a substitute and perform all duties and responsibilities of a Supervising Special Education Assistant, Special Education Assistant, Special Education Trainee, and/or Health Care Assistant in case of emergencies or as needed.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Special Education Resource Coordinator provides training, assists with assigning staff, and acts as a resource to parents and District staff regarding special education paraprofessional duties and responsibilities.

A Supervising Special Education Assistant supervises Special Education Assistants and Special Education Trainees. Supervision is exercised over the scheduling and assignment of classroom, playground, and cafeteria duties of Health Care Assistants.

## SUPERVISION

General supervision is received from a certificated administrator. Supervision will be exercised over Supervising Special Education Assistants, Special Education Assistants, Health Care Assistants, and Special Education Trainees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Special education programs, services, and procedures
- Individualized Education Program (IEP) process
- Individuals with Disabilities Education Act (IDEA)
- Methods of developing training courses
- Physical and emotional needs of children at various age levels
- First-aid techniques
- General nature of mental, physical, and emotional disabilities
- Functioning of special medical equipment as directed by a school nurse or doctor
- Oral suctioning, gastrostomy tube feeding, catheterization, tracheostomy suctioning, and ostomy care
- Spreadsheet, database, word processing, and email computer software programs

### Ability to:

- Communicate effectively and tactfully
- Work cooperatively with District staff and parents
- Deal calmly and effectively with emergencies, unusual actions, or nervous conditions of students
- Maintain an understanding attitude towards students with disabilities
- Present workshops and train others special education paraprofessional requirements
- Interpret and explain laws, rules, and policies as they relate to Special Education
- Compile and analyze data
- Operate a variety of medical equipment such as catheterization equipment, gastrostomy feeding tubes, and oral suction machines
- Utilize various computer software programs such as spreadsheet, database, word processing, and email

### Special Physical Requirement:

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

## ENTRANCE QUALIFICATIONS

### Education:

Two years of college, preferably supplemented by courses in child growth and development, sociology, psychology, health, education, or other courses directly related to the physical care or psychology of children with disabilities. Additional qualifying experience beyond that required may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent education proficiency is met.

### Experience:

Three years of experience working with students with disabilities in a classroom, development center, or school. One year of experience must have included scheduling and training of staff in the related field, preferably in a supervisory capacity.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES

1. A Los Angeles Unified School District Food Handler's Health Certificate must be maintained.
2. A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
3. A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and kept valid during the term of employment.
4. A District Health Care Assistant Certificate is required at the time of appointment.
5. Employees must successfully complete yearly Health Care Assistant training regarding changes and requirements.
6. Travel to locations throughout the District is required.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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