

## SUPERVISING SPECIAL EDUCATION ASSISTANT

### DEFINITION

Supervises a staff of Special Education Assistants, Special Education Trainees, Health Care Assistants, and other specialized paraprofessionals assigned to one or more schools within the District.

### TYPICAL DUTIES

- Assigns Special Education paraprofessionals to specific classrooms and to bus, playground, and food-service duties in one or more schools or programs throughout the District.
- Maintains records pertaining to Special Education such as assignments and duties of Special Education paraprofessionals, Special Education student needs and strategies for meeting needs in conformity with the Individualized Education Program (IEP), non-public agencies service providers, and inventory of supplies and materials essential for student care.
- Coordinates between administrators and transportation to schedule and assign Special Education paraprofessionals to meet student needs and maintains documentation.
- Coordinates with School Nurses to assign paraprofessionals providing medical care to students.
- Establishes and monitors schedules to ensure safety and health care coverage for students arriving and leaving the school or program site, moving to and from classrooms, athletic activities, specialized therapy, service offices and rooms, as well as restrooms.
- Orients and trains newly assigned staff members and substitutes to ensure appropriate support is provided to students.
- Participates in the selection of Special Education paraprofessionals.
- Evaluates the job performance of employees in subordinate classifications in consultation with certificated staff.
- Inspects wheelchairs and other student equipment for repair or replacement.
- Makes periodic checks to ensure Special Education paraprofessionals have valid First-Aid Certificates, CPR Certificates, and Food Handler's Health Certificates.
- May act as a substitute and perform all duties and responsibilities of a Special Education Assistant, Special Education Trainee, and/or Health Care Assistant in case of emergencies or as needed.
- May assist the principal in establishing schedules for visits by community and school groups.
- May administer medication, perform protocols such as: catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, tracheostomy suctioning, and other procedures, and document the procedures performed as prescribed by the students' physician under the direction of the School Nurse at one or more schools and programs.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A Health Care Assistant performs authorized medical procedures for disabled students under the supervision of the School Nurse, in addition to performing the duties of a Special Education Assistant.

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

## SUPERVISION

General supervision is received from a school principal or assistant principal. Technical supervision over special medical procedures is received from a School Nurse. General supervision is exercised over 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.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of supervision
- 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

### Ability to:

- Plan, schedule, and implement a work program involving several subordinates and work stations
- Train employees and evaluate their performance
- Deal calmly and effectively with emergencies, unusual actions, or nervous conditions of students
- Maintain an understanding attitude towards students with disabilities
- Communicate effectively in oral and written English
- Operate a variety of medical equipment such as catheterization equipment, gastrostomy feeding tubes, and oral suction machines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency supplemented by twelve semester units from a recognized college or university 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 courses in art, English, history, mathematics, and supervision are preferable.

### Experience:

Two years of paid experience in caring for the physical, mental, and emotional requirements of students with disabilities in a classroom, development center, or school.

## 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.

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 relevant 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.

Revised  
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JXC