

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