



LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education
COMMUNITY REPRESENTATIVE - SPECIAL EDUCATION (8102)
(Class C, Unclassified)
(C-Basis, 79-hour assignment per pay period, \$12.92 per hour)
One position in each Local District



Serve as a resource to schools under the direction of the Parent/Community Administrator with duties that include but are not limited to:

DUTIES AND RESPONSIBILITIES

- Assists in the identification and resolution of school-community problems related to Special Education.
- Participates in or leads discussions or workshops for parents that include training in Special Education rights, responsibilities, programs, services, and procedures.
- Interprets to individuals or groups the community attitudes, needs, and desires as they relate to the Special Education local educational process.
- Incorporates community attitudes and ideas into suggestions and proposals regarding the most effective utilization of facilities, methods, and materials to meet the Special Education local educational needs
- Participates with committees as members or advisers in matters concerning school programs and the community, as it relates to parents of students with disabilities.
- Participates in meetings and individual discussions with students, parents, community and ethnic organizations regarding District and Special Education policies and procedures and local school programs.
- Writes and speaks on special education school-community relations.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS

Graduation from an accredited high school or GED equivalency
Have a valid California Driver's license and the ability to travel to different sites and locations.
Experience working or participating with parent groups or agencies.

QUALIFICATIONS

- Understanding of the attitudes, desires, and the needs of the locality to which assigned.
- Interest in the total educational process including curriculum, student health and safety, District policies, and social, ethnic, and economic aspects.
- Facility in oral and written communication.
- Appropriate appearance and cleanliness.
- Ability to write clear and concise reports.
- Appropriate manner including poise, tact, good judgment, and ability to work effectively with District personnel, community representatives and students.

Application procedures:

To be considered for this position, the candidates must submit a resume (including employee number if a current employee), a letter describing the qualifications for this position and two letters of recommendation (including one from the current supervisor). Candidates are advised that meeting the minimum requirements does not assure an invitation to interview.

Submit Materials to : Teresa del Carmen González, Specialist
Division of Special Education
333. South Beaudry Ave., 17th floor
Los Angeles, CA 90017

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.