

San Diego County Office of Education
Personnel Commission
SPECIAL EDUCATION RESOURCE ASSISTANT - HOPE

Definition: Under general direction, performs as a member of a transdisciplinary team by providing support, as well as, resource information and assistance to families with special needs infants/toddlers in order to carry out Individualized Family Service Plan (IFSP) goals.

Typical Tasks: Makes home visits to Program families to explain California Early Start (CES) and other family support services; consults with families and other team members to determine areas to be addressed in IFSP, and identify and provide information regarding appropriate community resources; assists families in gaining access to special education programs and services for infants/toddlers with special needs; increases families' knowledge and involvement by helping families identify and independently use community resources, activities and support groups; promotes family/professional partnerships; in collaboration with other team members, identifies and assesses issues within the family, and recognizes and strengthens family capabilities; provides support, encouragement and information to families; participates in in-service meetings in order to assist in the development and preparation of IFSP's, and coordinate family services; delivers family support services as documented in IFSP; participates in transition planning and family information meetings; serves as a liaison between HOPE and the Exceptional Family Resource Center (EFRC); participates and assists in the coordination of training activities for the EFRC and the community; assists in the planning, development and implementation of EFRC satellite activities; serves as a mentor to, and organizes activities of regional resource parents; performs related duties as required.

Minimum Qualifications: General knowledge of: unique requirements of families with special needs infants/toddlers; family systems; family coping methods; community resources available to special needs infants/toddlers and their families; a variety of disabilities pertaining to special needs infants/toddlers. Ability to: establish and maintain cooperative and collaborative working relationships with families, teachers, educational and community agencies; promote family/professional collaboration; assist in the development and preparation of IFSP's; implement goals on IFSP; support access to community resources; maintain records and write reports; conduct training sessions for families; work with minimum supervision, and recognize situations which require referral to others; communicate effectively in oral and written form; and provide own transportation to and from field assignments.

Experience and Education: A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include one year of experience (paid or volunteer) providing support and assistance to families with special needs infants/toddlers. Course work in social work, counseling, child development or related field may be considered as partial fulfillment of the work experience requirement.

Licenses and
Certificates:

A valid California Driver License and proof of automobile insurance are required at time of appointment. CPR certification is desirable.

Distinguishing
Characteristics:

The Special Education Resource Assistant is distinguished from the Special Education Assistant in that the latter implements educational plans for special needs infants/toddlers, whereas the former implements service and resource plans for families with special needs infants/toddlers. The Special Education Resource Assistant serves the needs of the family, as opposed to serving the special needs infant/toddler.

Established: 06/97

Revised: 07/98

Approved by the Personnel Commission: June 19, 1997
