

SPECIAL EDUCATION RESOURCE ASSISTANT - SELPA

Definition: Under general direction, works collaboratively with district staff to assist families' access to regular and special education programs and services in order to carry out Individualized Education Plan (IEP) goals; provides resource and support information to families with special needs students.

Typical Tasks: Makes home visits to families to explain special education programs and other student and family support services; consults with families, SELPA staff and teachers to determine areas to be addressed in IEP's, and to identify and provide information regarding appropriate educational and community resources; assists families in gaining access to instructional special education programs and services for students with special needs; through telephone contact, home visits and participation in school activities, assists school staff and families in gaining awareness of students' disabilities; provides input to school staff and families regarding the needs of special needs students; assists school staff and parents in the transition of special needs students to a school setting; facilitates collaboration between school staff and families; attends IEP meetings with parents; encourages family participation in school activities; increases families' knowledge and involvement by helping families identify and independently use community resources; activities and support groups; promotes family/professional partnerships; acts as a liaison between local school districts, and families and community agencies; provides support and encouragement to families; participates in inservice meetings in order to assist in the development and preparation of IEP's; participates in transition planning and family information meetings; serves as a liaison between the SELPA and the Exceptional Family Resource Center.

Minimum Qualifications: General knowledge of: unique requirements of families with special needs students; family systems; family coping methods; the special education process and related school programs and services; community resources available to special needs students and their families; a variety of disabilities pertaining to special needs students. 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 IEP's; 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 in the special education process to families with special needs students. Course work in social work, counseling, child development or related field may be considered as partial fulfillment of the work experience requirement. Must have access to reliable transportation to be used in the course of work.

Distinguishing Characteristics:

The Special Education Resource Assistant - SELPA is distinguished from the Special Education Resource Assistant - Hope, in that the latter implements service and resource plans for families with special needs infants/toddlers, whereas the former implements special education service and resource plans for families with special needs students.

Established: 07/98

Approved by the Personnel Commission: _____ July 1998