



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Selection, Assignment, and Role of the Supervising Special Education Assistant at School Sites and Support Locations

NUMBER: REF-6405.0

ISSUER: Sharyn Howell, Executive Director
Division of Special Education

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ROUTING

- All Locations
- Local Instructional Area Superintendents
- Directors of Operations
- Special Education Service Center Administrators
- School Site Administrators
- Nursing Services Coordinators
- Principals
- Assistant Principals
- APEIS

PURPOSE: The purpose of this Reference Guide is to update and review the processes for selection and assignment of Supervising Special Education Assistants. The role of the Supervising Special Education Assistant at school sites is also reviewed.

MAJOR CHANGES: Conditions for the assignment of a Supervising Special Education Assistant are documented.

BACKGROUND: The Supervising Special Education Assistant (SSEA) supervises Special Education Assistants, Trainees, and Health Care Assistants (HCA) assigned to schools and may supervise those staff members working as itinerant staff assigned to more than one location in support of students with Individualized Education Programs (IEPs). The School Nurse works closely with the Supervising Special Education Assistant to ensure that those assigned to perform medical protocols or treatments have the appropriate child specific training.

The Supervising Special Education Assistant assigns Special Education Assistants, Trainees, and Health Care Assistants to classrooms, bus, playground and food-service duties. The purpose of these assignments is to ensure students with disabilities are supervised during bus arrival and departure, transfer of students between locations on the school site such as classrooms, therapy rooms, and restrooms, and to ensure appropriately trained staff are available to meet the health care needs of the students with IEPs.

The School Nurse trains and supervises Unlicensed Assistive Personnel (UAP), including the Supervising Special Education Assistant, Special Education Assistants and Trainees, and Health Care Assistants who perform Specialized Health Care Protocols, assist students with medication administration, and monitor the health care needs of the students.

The Supervising Special Education Assistant orients and trains Special Education Assistants, Trainees, and Health Care Assistants including the organization of professional development for these staff members at schools. The SSEA also



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BACKGROUND (Continued): monitors First-Aid Certificates, CPR Certificates, Food Handler Permits, and certification of attendance at required trainings.

PROCEDURES: Eligibility

To be eligible for the position of Supervising Special Education Assistant the applicant must have 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 desirable.

The individual must have two years of paid experience in caring for the physical, mental, and emotional requirements of disabled students in a school setting.

The applicant must have and maintain as valid the following: a Los Angeles Unified School District Food Handler's Certificate and First-Aid and CPR Certificates issued by the American Red Cross. A District Health Care Assistant Certificate is required and the individual must attend yearly training to maintain the Certificate.

All of the requirements must be met and documented prior to assignment.

Application, Test and Interview

The process to become a Supervising Special Education Assistant has three steps: application, test and interview. The application and position openings are posted on www.lausd.net under the "Employment" link. Select either "Classified" or "Jobs Open to the Public."

Once the application is submitted and upon verification that all requirements are met, the applicant is invited to participate in the next available written test. Upon successfully passing the written test, the applicant is invited to an interview. Upon successfully completing the interview, the applicant is placed on an eligibility list to be considered for openings as they become available.

All individuals serving in the Supervising Special Education Assistant position must have completed the application, test, and interview requirements for selection and assignment, except when temporarily filling in an existing vacancy under education codes 45286 and 45887.

Supervision and Evaluation

The Supervising Special Education Assistant is under the direct supervision of the school principal or their designee. Those assigned to the position are evaluated by the school principal or their designee.



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**PROCEDURES
(Continued):**

Assignment

The Division of Special Education assigns Supervising Special Education Assistants to identified schools based on the number of Special Education Assistants, Special Education Trainees, and Health Care Assistants required to meet the identified needs of students with IEPs.

Schools who have not been assigned a Supervising Special Education Assistant and believe the concentration of students with IEPs and the complexity of their needs merits consideration for a position, may contact the Director of Special Education Service Center, Operations at (213) 241-6701 to discuss their needs.

**RELATED
RESOURCES:**

Personnel Commission Job Class Description for Class Code 4560.

ASSISTANCE:

For assistance or further information, please contact Sharon Jarrett, Director, Special Education Service Center-Operations at sesc-operations@lausd.net or (213) 241-6701.