Special Education Community Outreach Specialist
Job Description

September 12, 2017

DEFINITION:
Under the direction of the Director of Pupil Personnel Services (PPS), provides support to the Encinitas Union School District (EUSD) special education community for the purpose of furthering the success of students with special needs; promotes inclusion efforts at school sites through collaboration with Parent Teacher Association (PTA), Encinitas Educational Foundation (EEF), school staff and parents of both special education and general education students; coordinates fund-raising efforts to support inclusion and social interactions of students; plans events to promote connection among families of students with special needs within the district; and serves as liaison between the District, school, home and the community to support special education initiatives.

ESSENTIAL DUTIES:

- Coordinates EUSD Special Education Parent Council and EEF Special Education Chapter fund raising efforts aimed at supporting inclusion efforts within the district.
- Coordinates and oversees special education family events.
- Promotes the importance of the needs and accommodations of all students during event planning and implementation.
- Provides supplemental support as needed to PTA Special Education Site-based Liaisons and school staff regarding activities for Ability Awareness activities.
- Attends planning meetings with district special education administrative staff, and Special Education Parent Council representatives.
- Attends EEF Special Education Chapter meetings.
- Assists special education team in accessing PTA funding opportunities for class supplies, projects and programs through teacher allocations, mini grants, etc.
- Communicates with the district's Community Advisory Council (CAC) representatives and provide feedback as to areas of need, possible district initiatives for special education.
- Assists CAC representatives with dissemination of community resource information for families in the district.
- Assists in recruiting future parent volunteers to participate in PTA and/or serve on the CAC.
- Job related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- General purposes and goals of general education and special education programs.
- Specific needs of the community it serves.
- Laws, regulations, and guidelines related to assigned activities.
- District program requirements and policies
- Research methods and report writing techniques.
- Technical aspects related to activities assigned.
- Record-keeping systems.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Organization and management of office functions
- Correct English usage, spelling, grammar, punctuation, and arithmetic
- Word processing, database, and spreadsheet applications (Word and Excel)

Ability to:

- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Ability to work with a diversity of individuals and/or groups.
- Exercise good judgment and maintain high levels of confidentiality.
- Prepare and present information to various groups.
- Problem solve to identify issues and create action plans.
- Plan and manage activities and events.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate patience, warmth and maturity in dealing with students and parents.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Operate a computer terminal.
- Prioritize and schedule work.
- Work independently with little direction.
- Meet schedules and time lines.
- Make accurate arithmetical calculations.
- Read, write, and speak fluent English.
- Work flexible hours.

EDUCATION AND EXPERIENCE:

Equivalent to the completion of the twelfth grade, including or supplemented by courses in child development, students with special needs or closely related fields; or practical work in these areas.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel or crouch. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment with constant interruptions. The noise level in the work environment is usually moderate. The employee may also need to work at a school site or out in the community. Hours are flexible to accommodate occasional night meetings or outreach needs.

OTHER:
California Class C driver's license and employee-provided transportation required.

REQUIRED TESTING:
Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CLEARANCES:
California Department of Justice (DOJ) fingerprint clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Range: 9.5 or 10 if Bilingual

Approved: 9/12/2017