



LOS ANGELES UNIFIED SCHOOL DISTRICT

Ready for the World

School Mental Health

Wellness Programs

Communication Support Assistant Position

(Temporary Assignment)

The Los Angeles Unified School District, School Mental Health seeks a Communication Support Assistant for a certificated employee with a visual impairment. The position is available in the School Based Region East area.

Duties: Assist an employee with a visual impairment by taking accurate, legible, and organized notes during meetings and trainings. Orally read a variety of printed materials, as needed. Assists with inputting notes into the Welligent Service Tracking System. Assists with logging into zoom and other relevant platforms. Is able to locate pertinent material from LAUSD platforms, such as, Schoology and Microsoft Teams.

Skills: Is comfortable with technology and navigating various internet platforms. Proficiency skills in the English language, grammar, spelling, punctuation, and vocabulary. Clearly and distinctly reads English, with ease, including proper intonation, pronunciation, and reading speed. Types notes accurately and in a timely manner. Composes appropriate description of visual materials. Competency in Windows and Microsoft Office. Knowledge of how to use Canva.

Qualifications: Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in English, writing, and speech. Must have highly proficient computer and typing skills.

Desirable: Ability to read and speak in Spanish. Completed some college coursework.

Salary: \$22.52 hourly – No medical benefits – Paid as worked – Traditional C Basis School Calendar (August through June)

Interested applicants should submit:

A cover letter and resume: smh.recruitment@lausd.net. Please include the following in the email subject line: "Communication Support Assistant, SMH, Applicant Name". Please do not send hard copies.