

SPECIAL EDUCATION LEGAL SPECIALIST

DEFINITION

Under general supervision of the Informal Dispute Resolution Specialist, to perform a variety of complex and specialized research and other support functions; to assist as an information source regarding federal, state and District policies, regulations and guidelines in the area of special education.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in researching a variety of federal and state codes, cases, statutes, and legislation as requested by Special Education administration.
2. Responds to needs and questions and takes appropriate action to obtain requested information by various district staff members.
3. Conducts activities as assigned to present the District's position to other agencies and the public with regard to current special education issues.
4. Assists in reviewing and checking a variety of District records, forms, and due process hearing documents for accuracy, completeness, and compliance with policies and regulations.
5. Locates and updates appropriate records and documents for administration.
6. Assists as a resource to other departmental administration, teachers, and parents regarding the District's special education policies and guidelines.
7. Assists in reviewing and maintaining a library of current special education legal information and disseminating this information as appropriate to other administrators.
8. Assists in the area of due process activity to include preparation for informal dispute resolution meetings, formal resolutions, mediations and hearings, as well as in proactive steps to avoid hearing.
9. Assists in locating and identifying relevant legislation in submitting the District's position for proposed special education federal and state legislation.
10. Assists in preparing for staff development activities in special education.
11. Assists in writing confidential settlement agreements as the result of informal dispute resolution and formal due process matters.
12. Communicates with legal offices regarding pending cases.
13. Operates a variety of standard office machines and equipment including calculator, computers, and typewriters.
14. Attends staffing, legal strategy meetings, and informal dispute resolution meetings, resolutions, mediations and hearings.
15. Maintains confidential records.
16. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Effective research and analysis methods and techniques; special education programs and procedures; pertinent federal, state and local laws, codes and regulations governing special education programs; standard office machines including computers and supporting software applications; correct English usage, spelling, grammar, vocabulary, and punctuation; principles and practices of report preparation; principles of record keeping.

Ability to:

Learn the organization of special education program, options, and services; communicate persuasively and tactfully and maintain a positive atmosphere for problem solving; learn to interpret and apply District policies and procedures appropriately; assist in the interpretation and application of federal and state laws, regulations, and cases; research and collect relevant data; analyze situations, documents, and data, and suggest appropriate action; effectively utilize available legal resources to obtain requested information; apply good judgment in recognizing scope of authority; plan, coordinate, and prioritize assigned tasks to successfully meet established timelines; independently compose basic correspondence; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, preferably supplemented by training in special education or legal coursework; and three years responsible experience within a problem solving climate such as a legal office or a paraprofessional position supporting administration.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Current Paralegal Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.