

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED/SEPTEMBER 2010**  
**RANGE: 40.5**  
**CLASSIFIED**  
**CODE: #**

### **ASSESSMENT FACILITATOR-SPECIAL EDUCATION (BILINGUAL)**

#### **DEFINITION**

Under the supervision of the Director of Assessment and Support, the Assessment Facilitator will provide assistance and implementation of the student assessment process as required by state and federal law.

#### **EXAMPLES OF DUTIES**

Coordinate Triennial Individual Education Program (IEP) meetings, Independent Evaluations, Focused Assessments and other requests made through the Search and Serve or internal referral processes;

assign staff to appropriate assessment cases;

contact parents, staff members, school districts and other agencies regarding development and changes in the assessment process and culminating Individual Education Program (IEP) meeting;

develop and complete appropriate forms, logs, and databases as related to the assessment process;

distribute appropriate forms to corresponding parents, staff members, and agency representatives;

provide interpreter service concerning telephone contacts with non-English speaking individuals, including phone interviews by assessment personnel;

perform non-English language interpreter services for diagnostic personnel engaged in academic and aptitude assessments of children referred for special education consideration;

prepare communication materials pertaining to the pupil diagnostic assessment processes and assist non-English speaking clientele in their understanding of the process;

assist diagnostic and instructional personnel with home visit interviews as a part of the Search and Serve process;

participate in the Individual Education Planning process by translating and interpreting diagnostic, and educational placement and prescriptive recommendations;

interpret and translate IEP documents to ensure thorough communication and process understanding;

perform other duties as assigned by supervisor.

#### **QUALIFICATIONS**

##### Knowledge of:

Individual Education Program (IEP) process;

current trends, innovations, and practices in the education of children with disabilities;

multimedia and computer equipment, including routine record management, storage, and retrieval systems;

language translation and interpretation strategies and techniques;

appropriate English and non-English language (Spanish or other languages depending upon the assignment) usage, punctuation, spelling, and grammar.

Ability to:

Demonstrate an understanding of the unique needs of children, parents, specialists, teachers, administrators, other professionals, agency staff and the public related to the IEP process and special education services;

demonstrate highest standards of integrity, honesty, ethics, confidentiality and professionalism;

express oneself effectively in public, in conference, and in writing;

work harmoniously and effectively with administrators, teachers, and other staff members and district personnel;

abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.

Experience:

A minimum of one year experience working with general or special education children and their families including knowledge of the special education program IEP's.

one year of paid or volunteer experience performing interpreting and translating functions for non-English speaking persons;

history of demonstrated excellence in oral and written communication, both in Spanish and English;

knowledge in the Special Education assessment process.

Education:

Associate's Degree or 60 units or more with specialized course work in child development, human services, education, psychology, sociology, social work, or related field required.

Bachelor's Degree preferred.

Training or coursework in non-English interpretation and translation is desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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