

Special Education Paraprofessional (Career Pathway)

Published Date: Jun 2, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$24.85 - \$30.17 Hourly

APPLICATION FILING DATES

January 1, 2025 - December 31, 2025

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employee: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

DEPARTMENT OR SCHOOL SITE

The LAUSD Division of Special Education is currently hiring Substitute Special Education Trainees. The list of eligible candidates that results from this recruitment will be utilized to fill future vacancies throughout the Los Angeles Unified School District. Special Education ensures that the unique needs of students with disabilities are met through additional services, support programs, specialized placements, or environments. Special Education

services are provided to eligible students at no cost to families. The core purpose of Special Education is to provide specially designed instruction and intervention, as well as to give students with disabilities access to the same educational programs and/or activities that are available to their non-disabled peers.

For more information about the Special Education Division, please click on the following link: <http://fast.wistia.net/embed/iframe/soolhrw3ao?popover=true>

If you are unable to open the link, please copy and paste it to your web browser's address bar.

CAREER PATHWAY

Current Substitute Special Education Trainees should not apply. If you are currently employed as a Special Education Trainee in a substitute capacity, and have completed 600 hours of verifiable experience, you meet the experience requirements for regular-status (permanent) employment. To be considered for regular-status (permanent) employment as a Special Education Trainee, you are encouraged to obtain an experience verification form at one of the Classified Employment Offices listed below. This form must be completed by a school administrator, and subsequently submitted in person with photo identification at any of the following Classified Employment Office locations:

East-Classified Employment Office: 2114 Marengo Street, Los Angeles, CA 90033

Mid Cities-Classified Employment Office: 944 West 77th Street, Los Angeles, CA 90044

South-Classified Employment Office: 1208 Magnolia Ave - Room 28, Gardena, CA 90247

Valley-Classified Employment Office: 6505 Zelzah Avenue, Bldg 6, Reseda, CA 91335

JOB DUTIES/RESPONSIBILITIES

Please note that the duties for this position will be performed on-site and in-person. A Substitute Special Education Trainee works on an as needed basis performing beginning-level work in assisting in meeting the physical and educational needs of students in special education schools and classes. Specific duties may include, but are not limited to:

--Performing a variety of activities pertinent to training, physical care, disciplining, and tutoring in order to inculcate habits, knowledge, and skills in students with disabilities.

--Assisting teachers in implementing lessons or portions of lessons to a student or a group of students, checking accuracy of work, and presenting additional assignments as directed by a teacher.

--Helping students to use books, classroom materials, and equipment.

--Adjusting or rephrasing portions of text and classroom instructions.

--Keeping routine records related to recording attendance, grades, test scores, and lunch money.

To learn more about the job, please click on the following link:

<http://www.youtube.com/watchv=tpqscpksfeQ&feature=youtu.be>

If you are unable to open the link, please copy and paste it to your web browser's address bar.

MINIMUM REQUIREMENTS

EDUCATION:

Candidates must possess a high school diploma or equivalent, and ONE of the following:

- (1) Completion of 48 semester units or 72 quarter units from a recognized college or university
- (2) Possession of an associate or higher degree from a recognized college or university
- (3) A passing score on the District Proficiency Test AND the Instructional Assistance Test

Note: A passing score on the CBEST may substitute for the District Proficiency Test

Candidates who need to take the District Proficiency and/or Instructional Assistance tests can schedule a testing appointment by going to " <http://www.lausdjobs.org>", and clicking on the "District Proficiency and Instructional Assistance Assessment" link found on the list of current job opportunities.

Special Note: Foreign degrees or transcripts must be evaluated by a transcript evaluation agency recognized by the State Of California Commission On Teacher Credentialing. For a list of agencies, visit: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635))

SPECIAL REQUIREMENTS:

--A Los Angeles Unified School District Food Handler's Certificate must be obtained upon appointment and renewed annually.

--A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment.

--Ability to communicate in a language in addition to English may be required for some positions.

--A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

--A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment.

DESIRABLE QUALIFICATIONS

The ideal candidate for this position will possess knowledge of the physical and emotional needs of children at various age levels, general nature and causes of physical, mental, and emotional disabilities, first aid techniques, and the functioning of special equipment, such as wheelchairs and braces. This person will also possess the ability to use good vocabulary, gain students' confidence, act calmly and appropriately in emergencies, take orders and follow instructions accurately, and assist in feeding and toileting of students with special needs.

EMPLOYMENT SELECTION PROCESS

The selection process for this substitute employment opportunity will require applicants to view a realistic job preview video, and complete a willingness questionnaire related to the realistic job preview and the general duties that must be performed by all incumbents. In addition, an application screening will be conducted to ensure that candidates possess the minimum requirements for this position. Candidates who successfully view the realistic

job preview video and indicate their willingness and ability to perform all duties of the job, and who meet the minimum education requirements for this position, will be placed on a list of candidates who are eligible for substitute work.

To view the Special Education Trainee realistic job preview, click on the following link:

<http://www.youtube.com/watch?v=tpqscpksfeQ&feature=youtu.be>

If you are unable to open the link, please copy and paste it to your web browser's address bar.

If you have questions regarding the employment selection process, please contact Monica Vergara at miv5896@lausd.net.

APPLICATION PROCESS

To apply, click the **APPLY** button at the bottom right corner of this page and log into the application management system.

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application. For assistance with your application Please email us at helpmeapply@lausd.net.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net to find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org> . The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct

or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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