

SPECIAL EDUCATION PROGRAM ASSISTANT

KIND OF WORK

Paraprofessional academic classroom instruction or student management aide support

NATURE AND PURPOSE

Under general supervision, contributes to the design and delivery of academic instructional programs to students with special education needs, which could include hearing and visual impairments.

Provides educational instruction and uses a variety of techniques to encourage appropriate behaviors; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Determines instructional needs by assisting in evaluating the academic and functional levels of students through the administration of standardized and non-routine developmental and academic achievement test instruments and assessments.

Plans and delivers academic, therapeutic and/or vocational instructional curricula to students with impairments under supervision of a teacher to correct deficiencies of individual or groups of students by writing lesson plans and selecting appropriate teaching tools.

Records and evaluates the effectiveness of classroom instruction to measure student progress and recommends modification of curricula through the use of data collection instruments, daily charting, periodic testing, observation of skills and behaviors and assisting in the comparison of student progress with education program goals.

Develops, implements and documents the delivery of individualized education plans designed to develop the student's capabilities by independent action.

Communicates with hearing impaired, visually impaired or cognitive impairment groups to help identify physical, emotional and/or daily learning skills by using the appropriate total communication techniques.

Provides paraprofessional support for teachers of special education e.g. charting, filing, data entry of Individualized Education Plan (IEP)/Individual Treatment Plans (ITP) and academic curriculum per recordkeeping guidelines and rules/laws.

Provides assistance and/or access to students in the use of adaptive technology needs, which could include screen readers, desktop video magnifiers and/or amplified communication listening devices.

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### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Agency policies and procedures sufficient to implement them.

Hearing and visual impairment sufficient to understand the physical, social and psychological limitations placed on human growth and development.

Assure the health of students, which includes knowledge of CPI, CPR and first aid.

Sign language techniques and braille sufficient to communicate with hearing and visually impaired students.

Behavior modification principles and techniques sufficient to implement and document them.

Safety and sanitation regulations and standards sufficient to ensure compliance in the workplace.

Ability to:

Implement proper work techniques.

Work cooperatively with students, peers, supervisors and parents.

Write teaching strategies to improve student academic development.

Observe, assess and record student progress in response to the individualized education plan

Ability to interpret classroom information on various content areas from teachers so that students can participate more fully in all aspects of learning.

Ability to learn and apply behavioral and management techniques.

Ability to effectively communicate with all students in a tactful and sensitive manner so as to appropriately utilize a positive discipline approach.

Ability to work effectively as a team member.

Ability to operate a personal computer using software for letter creation, databases, electronic presentations or spreadsheets.

Ability to operate and assist students with educational software that provides an accommodation to their learning.

#### SPECIAL WORK CONDITIONS

Employees in this class may be subject to unpredictable and potentially hazardous student behaviors.

Est.: 12/83

Revised: 3/16