

SPECIAL EDUCATION OUTREACH ASSISTANT

DEFINITION

Under general supervision of certificated staff; performs a variety of paraprofessional activities in the assessment, referral and education of severely handicapped children between the ages of birth and 36 months; performs a variety of supported activities, and related duties as assigned.

SUPERVISION

Receives supervision and direction from certificated staff and Principal.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Works with groups and individual students in a variety of areas such as sensory stimulation, language development, social skills, number concepts, visual perceptions, art and music, and other classroom activities.
- Works with students in a variety of gross motor activities.
- Assist certificated staff in the implementation of Individual Education Plans.
- Feed students incapable of self-feeding, assist students with toileting, change diapers and clothing as necessary.
- Train students in self-care skills such as dressing, use of eating utensils, washing, toileting.
- Assists teacher in liaison activities between Walton Development Center, community agencies and other resources.
- Assists in delivering services to families as required in home and classroom.
- Assists in recruitment and referral activities from the community and medical institutions as required.
- Assists with follow-up on potential clients by calling and/or visiting parents or guardians to discuss enrollment of child in the program, as directed by teacher or principal.
- Complete necessary intake forms in assessing potential clients.
- Participates in intake, assessment, and observation processes as directed.
- Assist in the referral to other agencies for additional services.
- Maintain accurate and complete records on development, performance and history of participants.
- In accordance with the child's IEP, conducts home visits and works with the child in a variety of instructional activities.
- Acts as team member in the cluster and the program, and provides input for planning programs at the Center.
- Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Physical requirements pertaining to handicapped children.
- General needs and behaviors of physically and mentally handicapped children.
- Problems involved in the care of physically and mentally handicapped children.
- Basic assessment techniques.
- Methods and attitudes required in assisting handicapped children.
- Principles, goals and objectives of the infant development program.
- First aid.
- Correct English usage including vocabulary, spelling, grammar and punctuation.
- Possess an understanding of the cultures represented in the program.
- Use and react correctly to non-verbal communication within the target culture.
- Possess correct grammatical structure and vocabulary necessary for the most practical and social topics in the primary language.

Ability to:

- Demonstrate an empathetic, patient and receptive attitude with children exhibiting specialized physical, mental and behavioral needs.
- Establish and maintain effective relationships with children, parents, teachers, and other staff.
- Communicate satisfactorily in oral and written form.
- Gain the confidence of handicapped children and their parents; encourage and assist them in therapy.
- Physically lift and move immobilized children.
- Assist in the physical care of children including administering first aid as necessary.
- Deal appropriately with behaviors exhibited by handicapped children.
- Remain calm under stress.
- Understand and maintain confidentiality.
- Follow a work schedule that may change from day to day.
- Use safe work techniques.
- Communicate and relate to the community.

Experience and Education:

Education, training and experience equivalent to the completion of an Associate Arts degree in Early Childhood Education or a related field. Must meet “No Child Left Behind” Federal Requirements – 48 semester units or more from accredited college or university OR County Certificate showing completion of NCLB requirements.

Must obtain First Aid Certificate and current CPR Certificate within the first six months of employment. A valid American Red Cross First Aid Certificate and CPR Certificate preferred.

License Required

A valid California Driver’s License is required.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 08/23/83