

SPECIAL EDUCATION ASSISTANT- HOPE

Purpose Statement:

Under general direction, performs as a member of a multi-disciplinary team by providing supports for infants and toddlers with special needs and their families to enhance the child's development and participation in daily activities and routines.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Provides support, encouragement, and information to families.
- Maintains ongoing communication with team members and utilizes effective teaming practices to collaborate with families and professionals across agencies.
- Collaborates with Special Education Teacher-Infant/Toddler and other Specialists to integrate all areas of development into a holistic view of the child.
- Observes children, as applicable, to assist the Special Education Teacher-Infant/Toddler in assessing developmental progress and preparing for team-based discussions.
- Utilizes adult learning approaches to support caregivers' competence and confidence in meeting the child needs.
- Participates and attends staff meetings, professional development, related workshops, and trainings.
- Collaborates with peers in work groups to improve professional practice and meet program goals.
- Drives to home visits and community settings, as applicable.
- Demonstrates professionalism in all work.
- Provides assistance with equipment and material inventory, maintenance, ordering, sorting, and

preparation for delivery and assignment to families; may deliver or pick-up equipment/materials as needed.

- Assists Special Education Teacher-Infant/Toddler and Specialists in preparation of materials, scheduling service/evaluation appointments, researching and ordering specialized items, and record-keeping, as necessary.
- Provides interpreting/translation, as applicable.
- Research community activities for parents to access with their child and provides summaries for teachers to share with families as possible inclusion activities.
- Prepares and conducts a variety of family involvement and education activities such as but not limited to, Family Dinner Night, Make-It-Take It, Music and Movement, as determined by and in alignment to program requirements.
- Supports and facilitates families/caregivers to respond to child cues and strengthen daily routines that support child learning and interaction.
- Assists in researching and maintaining an updated virtual parent resource library, as established by the program.
- Provides direct assistance to families in making connections with community/SELPA/parent support group resources.
- Supports social workers, consultants, Special Education Teacher-Infant/Toddler and/or Managers with coordination of community-based, non-special education resources and supports for families.
- Supports the inclusion of children enrolled by parents in typical environments (early learning and care settings) in the community and reports progress/observations to the child's Special Education Teacher-Infant/Toddler, in alignment to IFSP outcomes.
- Supports the inclusion of parent-child dyads in community-based parent participation opportunities in alignment to IFSP outcomes, as directed by Special Education Teacher-Infant/Toddler.
- Provides relationship-based support services utilizing both reflective and developmentally appropriate practices with families and children.
- Supports Program Managers to coordinate new referrals from the San Diego Part-C partners and CDE.

Other Functions:

- Performs related duties as required.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Typical and atypical development;

A variety of disabilities and developmental activities appropriate for infants and toddlers who have special needs;

Community resources available to infants and toddlers who have special needs.

ABILITY TO:

Establish and maintain cooperative working relationships with infants/toddlers, families, teachers, educational and community agencies;

Work under program deadlines and with families experiencing stressful conditions;

Implement developmental activities;

Demonstrate cultural responsiveness when working with individuals from various ethnic and cultural groups;

Maintain records and write anecdotal notes;

Assist with training sessions for families;

Communicate effectively orally and in writing with ethnically and economically varied clientele, as well as professional staff;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required;

Complete routine tasks thoroughly, accurately and with attention to detail.

Working Environment:

ENVIRONMENT:

Ability to travel to and from work locations as job requires. The Special Education Assistant - HOPE will work with children with a variety of disabilities, birth to age three, and their families. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information, see to perform assigned duties, sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel; bend at the waist; sit on the floor, independently get to a standing position after sitting, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift objects up to 25 lbs. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Qualifying experience/education must include coursework in child development, nursing, social work; and one (1) year of experience working in an instructional, community, clinic or home setting with infants and toddlers. Experience working with special needs infants/toddlers highly desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 038

Personnel Commission Approved: June 15, 2022