

Rocky Mtn. School District Student Services Manual

- consulting with medical and health services representatives and/or other community/provincial agencies to discuss possible instructional interventions and strategies

Special Education Assistants:

The Special Education Assistant (SEA) positions in the RMSD are school-based paraprofessional positions which support students with special needs. The time allocated to a SEA at a particular school, the student caseload assigned to a SEA, and the use of SEA allocated time is determined by the school administration in consultation with the special education teaching staff and/or the school based team.

Role:

Special Education Assistants work collaboratively with classroom teachers and special education teachers in deciding upon the implementation of teacher developed programs, support strategies, and interventions for the individual students assigned to them.

SEAs generally provide services to students in the low incidence category but may also support student who are high incidence

Special Education Assistant responsibilities may include:

- serving as a school based team member, providing general input into a student's programming
- working collaboratively with all staff members, attending and participating in parent, student and staff conferences relating to the student, sharing information, planning strategies and developing interventions
- assisting with general classroom routines/chores as appropriate
- assisting in supervision during classroom and playground activities and field trips.
- providing personal care (e.g. attends and provides personal assistance to children with special needs with toileting, positioning, mobility, feeding, grooming and dressing, as required)
- working with student on a one-to-one basis to carry out prescribed programs.
- following programming goals as specified in the I.E.P.'s (Individual Educational Plan) and the weekly planning sheets
- following therapy programs, as outlined by professionals
- facilitating social interactions among students
- following behaviour management programs as outlined by the behaviour management team
- providing supervision as needed (this may require an altered recess and lunch break)
- assisting in student monitoring in all programmed areas and helping to provide assistance to students in meeting programming needs (i.e. community activities, recreation)
- providing documentation of student's progress as required