

# DACUM Competency Profile for The Special Education Assistant

**Produced By**

**El Camino College**  
**Child Development Department**  
16007 Crenshaw Blvd.  
Torrance, CA

**August 13-14, 2001**

*Developed and published with funds from Partnership for Excellence. Permission is hereby granted to reproduce this work, in whole or part, for classroom or curriculum use only.*

## **DACUM PANEL MEMBERS**

Margie Petisme  
Lead Educational Assistant Special Ed.  
Torrance Unified School District  
Torrance, CA

David Little  
Paraeducator  
Los Angeles County Office of Education  
Downey, CA

Barbara George  
Administrative Associate  
Canyon Verde Adult Activity Center  
Redondo Beach, CA

Jennifer Calfee  
Educational Assistant Special Education  
Torrance Unified School District  
Torrance, CA

Richelle Porter  
Special Education Inclusion Assistant  
Torrance Unified School District  
Torrance, CA

Gracie Mc Kewen  
I.A. Special Day  
Torrance Unified School District  
Torrance, CA

Lynne Gonzales  
Full Inclusion Assistant  
Hermosa Beach City School District  
Hermosa Beach, CA

Toshiye Erickson  
Paraeducator  
Los Angeles County Office of Education  
Downey, CA

Judith Shavers  
Staff Associate  
Canyon Verde Adult Activity Center  
Redondo Beach, CA

Randall Moore  
SDC/Basic Skills Teacher  
Torrance Unified School District  
Torrance, CA

Peggy Kidwell-Udin, RN  
Clinical Nurse Specialist Instructor  
El Camino College  
Torrance, CA

Darlene Galindo  
Special Education Inclusion Assistant  
Manhattan Beach USD/Mira Costa High  
School  
Manhattan Beach, CA

## **DACUM FACILITATOR**

Joanne Gray, RN, MSN  
Project Director  
Regional Health Occupations Resource  
Center  
Orange County Region - 8  
Saddleback College  
Mission Viejo, CA

# DACUM Competency Profile for The Special Education Assistant

The Special Education Assistant is a member of a multidisciplinary team who works with persons who have special needs within the educational system to provide training and support in developing bio-psychosocial, academic and functional skills to the highest level of life long learning, independent living in a least restrictive environment.

<b>Duties</b>		<b>Tasks</b>			
<b>A</b>	Assist with/ implementing the academic goals	A-1 Prepare classroom materials	A-2 Select necessary material/equipment to carry out lesson plan	A-3 Read to students	A-4 Duplicate materials
		A-5 Repeat and reinforce specific instructions	A-6 Provide cues and prompts	A-7 Model skills	A-8 Grade papers
		A-9 Provide individual assistance	A-10 Modify special lesson plans/projects/homework with teacher input	A-11 Monitor activities in regular classroom	A-12 Assist with group activities
		A-13 Checking students in and out of school			
<b>B</b>	Assist with/ implementing behavioral/ social goals	B-1 Carry out age appropriate reinforcement systems	B-2 Reinforce school rules	B-3 Detect antecedents to negative behavior	B-4 Model social behaviors
		B-5 Integrate child/client into structural social play	B-6 Provide social scenarios	B-7 Redirect negative behaviors	B-8 Promote social skills
		B-9 Promote self esteem	B-10 Promote interdependent behaviors	B-11 Provide crisis intervention	
<b>C</b>	Assist with/ instruct functional skills	C-1 Supervise shopping field trips	C-2 Instruct on how to use transportation	C-3 Identify survival skills	C-4 Utilize telephone skills
		C-5 Instruct/reinforce handwashing skills	C-6 Instruct/reinforce oral hygiene	C-7 Supervise utilization of money	C-8 Instruct/reinforce clothing skills
		C-9 Assist with toileting skills	C-10 Instruct/reinforce grooming skills	C-11 Instruct/reinforce cleaning skills	C-12 Instruct/assist with cooking skills
		C-13 Supervise restaurant dining			

**D**

Support activities for pre-vocational skills

D-1 Reinforce interview skills	D-2 Complete application process	D-3 Reinforce time awareness	D-4 Role play work related experiences
D-5 Supervise job searches	D-6 Provide job coaching	D-7 Develop cooperative learning skills	D-8 Foster independent work skills
D-9 Facilitate main-streaming of student			

**E**

Assist with supportive services

E-1 Assist with feeding clients/children	E-2 Supervise/administer medications	E-3 Transfer clients/children	E-4 Assess skin integrity
E-5 Maintain body alignment	E-6 Monitor elimination patterns	E-7 Monitor oxygen administration	E-8 Monitoring health conditions
E-9 Monitor seizures	E-10 Support/reinforce occupational therapy goals	E-11 Support/reinforce physical therapy goals	E-12 Support/reinforce speech therapy goals
E-13 Support/reinforce adaptive physical education goals	E-14 Support/reinforce vision impaired/mobility training	E-15 Support/reinforce deaf/hard of hearing training	E-16 Support/reinforce psychological services
E-17 Support/reinforce resource services			

**F**

Maintain a safe environment

F-1 Maintain universal precautions	F-2 Secure hazardous materials	F-3 Perform a classroom/playroom/work place safety check	F-4 Reinforce school safety rules/procedures
F-5 Reinforce safe inter/intra personal relationships	F-6 Monitor signs/symptoms of child abuse	F-7 Monitor/practice disaster drills	F-8 Monitor safe use of equipment
F-9 Monitor/document incident reports	F-10 Monitor bus safety	F-11 Supervise unstructured activities inside/outside classroom	F-12 Foster peer relationships

**G**

Continue professional growth

G-1 Participate in team planning	G-2 Attend professional growth workshops	G-3 Seek out independent learning opportunities	G-4 Maintain CPR certification
G-5 Maintain first aid skills/certification			

## **Equipment, Tools, Supplies and Materials**

- Equipment
  - Blood Pressure Cuff
  - Canes
  - Catheters
  - Clothes (extra)
  - CPR mouth shield
  - Crutches
  - Educational aids
  - Epipen
  - Fire extinguisher
  - Gastronomy tube
  - Glucose monitoring device
  - G-tube
  - Hearing Aids
  - Helmets
  - Insulin pump
  - Kitchen appliances
  - Lifts
  - Medical blender
  - Nasogastric tube
  - Nebulizer
  - Orthotics
  - Oxygen
  - Peak flow meter
  - Pec-Picture
  - Portable oxygen
  - Refrigerator
  - Sharp container
  - Stethoscope
  - Suction
  - Thermometer
  - Utensils
  - Walker
  - Walkers
  - Wheelchairs
- Materials
  - Blackout kits
  - Blanket
  - Cellphone/walkie talkie
  - Clothing
  - Computers
  - Copy machine
  - Dictionary
  - Earthquake kits
  - Fax machine
  - Flash light
  - Incident Reports
  - Lock box for meds
  - Medical chart
  - Miscellaneous forms
  - Personal hygiene materials
  - Tabers Medical dictionary
  - Towels for hot/cold packs
- Tools
  - (First aid kit)
  - CPR mouth shield
  - Emergency cards
  - Gloves
  - Hot/cold packs

- Office supplies
- Paper protection for pillows
- Priority call list
- Refrigerator
- Slings
- Soap Telephone
- Splints
- Stretcher
- Tweezers
- Walky-talky

## **Future Trends and Issues**

- Accreditation of curriculum
- Changes in treatment and technology
- Community education
- Continuing education
- Decreased student/teacher ratio
- Equipment improvements
- Increase regular education teacher awareness
- Increased in-house training
- Increased number of clients/students being served
- Increased protection for infectious disease
- Labor problems
- Legal liability
- Licensing regulations
- Life quality outcomes
- Mandatory certification
- Provide more resources
- Salary & benefits

## **General Knowledge & Skills**

- Aware of behavior modifications
- Aware of safety procedures and general cautions
- Awareness of individualized education programs
- Awareness of what a disability is and limitations/expectations
- Basic academic knowledge appropriate to level of students
- Child abuse
- Communication skills
- Confidentiality
- Courteous
- CPR/First Aid
- Critical thinking
- Cultural issues
- Disaster Preparedness
- Discuss students/situations at appropriate times
- Ethics
- General dynamics of classroom
- Infection control
- Interpersonal skills
- Knowledge of developmental levels
- Knowledge of:
  - computer
  - copy machine

- specialized educational tools
- Legal aspects
- Observational skills
- Open to learn new techniques and procedures
- Problem solving skills
- Tactful
- Terminology
- Treat as age appropriate
- Universal precautions
- Work independently/initiative

## **Worker Characteristics & Traits**

- Ability to listen
- Common Sense
- Creativity
- Diplomatic
- Empathetic
- Enthusiasm & high energy
- Flexible
- Friendly
- Good personal hygiene
- Healthy - physically fit
- Innovation & resourcefulness
- Maintain cleanliness
- Maintain patience at all times
- Non judgmental
- Nurturing
- Over all gentle nature
- Professional mannerisms
- Reliability
- Respectful
- Sense of humor
- Sensitive
- Sensitive to parent/care taker needs
- Teamwork
- Willingness to continually learn

