

Role Overview

A Special Education Assistant (SPED Assistant) is responsible for supporting one or more assigned children in all aspects of the Pegasus day. A SPED Assistant works closely with the Site Coordinator and/or Inclusion Specialist to understand and implement the IEP goals and objectives for an assigned student(s), and to promote success during Pegasus summer programming. A Pegasus SPED Assistant follows the goals and objective in the child's IEP to ensure that needs are being met in a variety of learning environments, including integration in a larger or smaller group, directed teaching and scheduled therapies. A Pegasus SPED Assistant is supported by the classroom Specialized Homeroom Leader and Adult Leader, the Site Coordinator (PS-K), and/or the Inclusion Specialist (Grades 1-6).

Program and Implementation

- Greet the assigned child and parent/guardian upon arrival and departures.
- Introduce the parent/guardian to other staff.
- Be responsible for the assigned child's whereabouts at all times.
- Follow the guidelines of the IEP while planning the child's day at Pegasus, involving the child with other children as much as possible.
- Participate in all appropriate Pegasus activities with the assigned child, including recess, snack and lunch, using good judgment and integration techniques.
- Support timely transitions to and from individual therapy sessions as needed.
- Maintain and support toileting routines, including diaper changing, as needed.
- Assist the classroom team in cleaning the work area thoroughly daily, and as needed.

Collaboration and Communication

- Confer with the Site Coordinator (PS-K) and/or Inclusion Specialist (Grades 1-6) to plan appropriate activities and properly implement the goals and objectives of the IEP.
- Assist Specialized Homeroom and Adult Leaders in integrating the child with special needs into all classroom community activities and events.
- Bring relevant information, questions and dialog to weekly SPED roundtables, as necessary.
- Be responsible for maintaining and logging in a daily communication book between Pegasus and home, as necessary.
- Be responsible for logging participation in therapy sessions, including absences.
- Act as a liaison between classroom parents, staff and therapists as necessary.
- Keep confidential all written and verbal communications and information, ensuring that only the staff that NEED to know certain information, do.

Staff

- Confer with classroom team members concerning child and individualized needs.
- Attend staff training sessions and roundtable meetings during each Pegasus session, as appropriate.
- Participate in the Pegasus Family Open House.

Pegasus Preparation and Closing

- Become familiar with the assigned student's IEP and/or IEP summary prior to the start of Pegasus.
- Collaborate with the Pegasus homeroom team prior to the start of Pegasus.
- Assure that First Aid, CPR and CPI (Restraint) trainings are current.
- Participate in classroom(s) set up in June and packing/cleaning in August.

Qualifications and Compensation

- Bachelor's degree or experience in Early Childhood, Elementary or Special Education or related field.
- 1 or more years' experience implementing and supporting individual and group activities.
- Coursework or experience with implementing IEP goals, accommodations and modifications.
- Outstanding organization, interpersonal and communication skills.
- Experience with diverse populations and commitment to Wayland's goals of diversity and inclusion.
- Compensation based on relevant experience, starting at \$17.41 per hour.