

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 homeroom Team and Group Leaders, the Site Coordinator (PS-K), and/or the Inclusion Specialist (Grades 1-5).

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, field trips; Wednesday and Friday events; water play; and special activities, 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 homeroom 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 1-5) to plan appropriate activities and properly implement the goals and objectives of the IEP
- Assist Team and Group Leaders in integrating the child with special needs into all homeroom community activities and events
- Implement Break-out Room opportunities responsibly and judiciously, ensuring that children are using materials appropriately, engaging adults and peers as expected, and leaving spaces clean and organized
- 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 parents, homeroom 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 homeroom 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 \$17.85 per hour.