



General Information

Position Title: Special Education Technician

Reports To: Associate Principal

Direct Reports:

Date: May 2023

About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

Position Summary

The main purpose of the Special Education Technician role is to assess the needs of students through applied behavioral analysis or other research based tools and to ensure appropriate program modification, class integration and progress evaluation of students with special needs. To foster independent skills according to the student needs.

Key Responsibilities

Responsibility 1: Assessment of Needs (15%)

- To assess academic and behavioral needs of students through a variety of tools: observation, informal assessments, ABA and/or other standardized testing.
- To determine the functional level of students in terms of communication, learning, behavior, etc.
- To work closely with other specialists (speech pathologist, occupational therapist, psychologist, etc.) to determine students' needs and appropriate support.
- To collaborate with and assist the Resource Teachers in the development of IEP's.

Responsibility 2: Programming as outlined in IEP (15%)

- In consultation with Teachers, to develop, implement and monitor the educational programming and strategies that address the students' needs.
- To ensure individual programs become part of students' IEPs.
- To evaluate progress within the programs and modify them as necessary to best support students' needs.
- To support teachers and TA's in implementing the program as well as the appropriate educational strategies.
- To closely collaborate with and assist the Resource Teachers.
- To prepare informal progress reports for the parents.

Responsibility 3: Class Integration of Special Needs Students (70%)

- To provide direct support to special needs students by modeling proper behavior.
- To accompany special needs students as necessary (class time, transitions, recess, in-class, lunch time, etc.).
- To provide special needs students with relevant work/assignments.
- To create awareness of student condition through communication with the Teachers and the TA's.
- To educate other students about special needs students' condition and needs in an appropriate manner in order to ensure successful inclusion.
- To collaborate with the classroom team and student services team in the best interest of the special needs students. To provide the teaching team the tools and strategies to support the special needs students in the classroom.



Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong leadership, teambuilding, organization and negotiation skills.
- Strong interpersonal communication skills and competence in conflict resolution.
- Ability to demonstrate sound judgment when providing services to students with diverse or special needs and their families.

Technical Competencies:

Required technical competencies for this position include:

- Expertise in the use and interpretation of assessment tools used to evaluate students with special needs.

Education, Knowledge & Experience

- Bachelor's degree in Psycho Education or related field (preferred) or DEC in Special Care Counselling or Early Childhood Education with specialization or Certificate in special needs
- Minimum 3 years' related experience
- Special needs in context of education knowledge and/or experience
- Crises prevention, CPR is an asset
- Knowledge or certification in non-violent intervention techniques is an asset