

EDUCATION/4: SPECIAL EDUCATION (90 Hours)

Course No.: 72-25-80

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. **INTRODUCTION AND SAFETY** (5 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Course content as part of Linked Learning
- _____ 3. Classroom policies and procedures
- _____ 4. Industry jobs w/impact on educators/aides
- _____ 5. Promoting gender equity and non-trad
- _____ 6. Purpose/impact of agencies on Special Ed
- _____ 7. CAL/OSHA laws & educators/ed. aides
- _____ 8. Class & workplace first aid procedures
- _____ 9. Responsibilities to insure safe workplace
- _____ 10. Pass the safety test with 100% accuracy

B. **COMMUNICATION SKILLS REVIEW** (5 hrs)

- _____ 1. Definition of communication
- _____ 2. Stages of communication process
- _____ 3. Removing communication barriers
- _____ 4. Field observation: communication skills

C. **CRITICAL THINKING SKILLS REVIEW** (5 hrs)

- _____ 1. Procedures in defining and clarifying issues
- _____ 2. Attributes in judging info/problem-solving
- _____ 3. Adequacy of info: conclusions/consequences
- _____ 4. Demo listed affective techniques
- _____ 5. Use of macro-cognitive techniques
- _____ 6. Use of micro-cognitive techniques
- _____ 7. Field observation: critical thinking skills

D. **RESOURCE MANAGEMENT** (5 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Resource management in special ed program
- _____ 3. Examples of effective resource management
- _____ 4. Benefits of effective resource management
- _____ 5. Economic/environmental benefits/liabilities

E. **SPECIAL EDUCATION** (65 hrs)

- _____ 1. Define listed terms/policies related to topic
- _____ 2. Special Ed/IEP: purpose/components/category
- _____ 3. Define term: mental retardation
- _____ 4. Discuss causes of mental retardation
- _____ 5. Define Down syndrome
- _____ 6. Causes/characteristics of Down syndrome
- _____ 7. Define: developmentally delayed
- _____ 8. Causes of delays & programs for these children
- _____ 9. Hydrocephalic/microcephalic/cretinism
- _____ 10. Causes of and programs for these children
- _____ 11. Define listed behavioral disorders
- _____ 12. Behavior modification/management
- _____ 13. Projective & expressive therapeutic technique
- _____ 14. Identify/evaluate influences & treatments
- _____ 15. Define learning disabilities
- _____ 16. Identify/evaluate influence & treatments
- _____ 17. Define speech/auditory/visual disabilities
- _____ 18. Structure of the eye and ear
- _____ 19. Identify/evaluate influence & treatments
- _____ 20. Define speech disorders
- _____ 21. Causes of & techniques to treat disorders
- _____ 22. Define listed oral & written language disorders
- _____ 23. Causes of & techniques to treat disorders
- _____ 24. Define orthopedic and multiple disabilities
- _____ 25. Muscular sclerosis & dystrophy/cerebral palsy
- _____ 26. Programs/equipment for child with disability
- _____ 27. Define listed health impairments
- _____ 28. Environmental/community influence on health
- _____ 29. Observation at a special education center
- _____ 30. Submit written report of observations

F. **EMPLOYABILITY SKILLS REVIEW** (5 hrs)

- _____ 1. Employer requirements in an employee
- _____ 2. Update potential employer data

- _____ 3. Electronic social networking in job search
- _____ 4. Update sample resumes
- _____ 5. Importance of filling out application legibly
- _____ 6. Complete sample job application forms
- _____ 7. Checklist for teaching portfolio contents
- _____ 8. Enthusiasm on a job
- _____ 9. Appearance on a job
- _____ 10. Continuous upgrading job skills
- _____ 11. Class management/positive relationships
- _____ 12. Appropriate interviewing techniques
- _____ 13. Materials for a successful interview
- _____ 14. Appropriate follow-up procedures