

# Special Education Paraprofessional

## Adult & Career Development



Kiamichi Technology Centers

301 Kiamichi Drive  
McAlester, OK 74501

### MISSION

To align people, knowledge, skills, and opportunity to build self-worth and ensure economic prosperity in Oklahoma and Beyond.

### CORE VALUES

We Value:

- Community Involvement and Support
- Quality Standards and Services
- Instructional excellence
- Quality Student Services (fair and supportive)
- Commitment to Customers
- Personal/Professional Respect

### GOALS

We provide state of the art training utilizing up-to-date equipment and proficient instruction.

We provide quality programs that exceed the expectations of our customers.

We create an awareness of KTC's dynamic programs and services.

We equip job ready students with skills to secure and maintain quality employment.

*Kiamichi Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspect of its operations.*

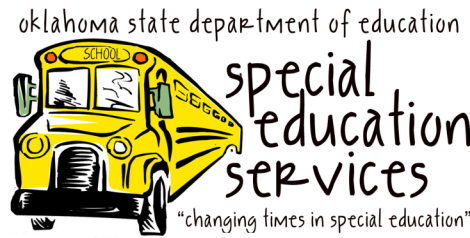
301 Kiamichi Drive  
McAlester, OK 74501  
(918) 426-0940  
(888) 567-6630 (Toll Free)

## Course Description

The Special Education Paraprofessional Training prepares paraprofessionals to provide services to children and youth with disabilities and thereby assists schools to provide free, appropriate public education to students with disabilities in the least restrictive environments. The Special Education Paraprofessional Training meets the State of Oklahoma requirements, as approved by SES, for paraprofessionals providing services to children and youth with disabilities. The Special Education Paraprofessional Training is designed for existing paraprofessionals or individuals wishing to prepare for a special education paraprofessional career. SES maintains a register of trained paraprofessionals.

## Course Objectives

- **Historical and Legal Foundations of Special Education**
- **Roles and Responsibilities**
- **Ethical Principles and Professional Conduct**
- **IEP Participation**
- **Disability Awareness and Learning Strategies**
- **Planning, Problem Solving, and Communication**
- **Data Collection and IEP Progress Monitoring**
- **Safe and Healthy Learning Environments**
- **Behavior Strategies**



## Requirements for Special Education Paraprofessionals

Oklahoma State Department of Education,  
Special Education Services (OSDE-SES)  
Requires:

High School diploma or GED

Complete Special Education  
Paraprofessional Training (9 modules)

Maintain current training and skills in CPR  
and First Aid

Complete universal precautions/Bloodborne  
Pathogens Training

Complete an additional six hours of  
personnel development each school year  
thereafter

For additional assistance please contact:  
Ms. Malissa Cook  
Oklahoma State Department of Education  
Special Education Services  
Special Education Coordinator at (405) 521-3587

For Title I (NCLB) Requirements please contact:  
Oklahoma State Department of Education  
Title I division at (405) 521-2846

## Special Education Paraprofessional

24 Hours

Tuition                    \$117  
Book                        \$15

Saturdays

September 11, 18, & 25, 2010

8:00 am - 5:00 pm

**Enroll Early!**

**Class may be postponed if you wait too  
late to enroll.**

**Class requires a minimum enrollment of  
six enrollees for class to make.**

**Class is limited to fifteen enrollees.**

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**Kiamichi Technology Centers**  
**Special Education**  
**Paraprofessional Training**

**Enrollment Form**

Date of Training Session \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employing School District: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Method of Payment: (Please provide complete information)**

\_\_\_\_\_ Self Pay (Due first day of class)  
\_\_\_\_\_ School District Billing P.O. # \_\_\_\_\_

Employing School District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mail or Fax To: Vickie Hess, Adult Coordinator  
Kiamichi Technology Center  
301 Kiamichi Drive  
McAlester, OK 74501  
Fax: (918) 426-1626