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Developmental Intervention Supervisor Academy (DISA)
Division of Continuing and Professional Education, University of Colorado Denver

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Handouts Provided by Instructors:

Developmental Intervention Supervisor Slides. University of Colorado Denver.
Developmental Intervention Supervisor Training Booklet. University of Colorado Denver

COURSE OVERVIEW:

The purpose of this course is to provide the certified Early Intervention (EI) with core knowledge and supervisory skills to work effectively in teams composed both of early intervention provider and Developmental Intervention Assistants (DI Assistants). Specifically, participants will be introduced to the distinction between EI provider and the DI Assistants roles and responsibilities, liability and ethical issues. They will develop skills in: (1) establishing collaboration and working relationships (2) assessing personal supervisory skills; (3) building work schedules and instructional plans; (4) identifying career development areas for DI Assistants through needs assessment; and (5) using feedback to develop and improve the job performance of DI Assistants.

TOPIC OUTLINE: (2 HRs)

I. Overview of CO-TOP Projects

- Overall goal
- Four Objectives of CO-TOP*EIS Project
 - State-wide coalition
 - Prepare paraprofessionals (DI Assistants) with assistance from the Curriculum Review Panel (CRP)
 - Trainer of Trainers (TOT) Model
 - Pathways for DI Assistants

II. Reasons for Hiring DI Assistants (3 Hrs)

- Characteristics of DI Assistants Positions
- Contributions DI Assistants Can Make in the Early Intervention Services

III. Roles and Responsibilities of All Team Members (3 Hrs)

- Changing Roles & Responsibilities of Early Intervention provider
- Roles & Responsibilities of DI Assistants
- Collaboration among team members
- Ethical and Liability Issues
- Role Clarity

III. Seven Functions as a Supervisor for the DI Assistant (10 HRs)

- **Providing Orientation**
 - ❑ Introduce New Employees to Co-Workers, Policies, Procedures, Roles, Responsibilities
 - ❑ Understand Work Style Preferences
 - ❑ Clarify Program/Professional Needs
 - ❑ Recognize the DI Assistants Skills/Confidence
 - ❑ Develop Personalized Job Descriptions
- **Planning for the DI Assistant**
 - ❑ Setting Goals
 - ❑ Describing Activities, Methods
 - ❑ Set Expectations for Outcomes
- **Scheduling**
 - ❑ Identifying Task Importance/Urgency
 - ❑ Creating Schedules for All Program Personnel
- **Delegation**
 - ❑ Analyze Tasks
 - ❑ Deciding What to Delegate
 - ❑ Creating Work Plans
 - ❑ Selecting the Right Person
 - ❑ Directing Tasks
 - ❑ Monitoring Performance
- **Promoting Growth and Development of the DI Assistant**
 - ❑ Assess Current Skills/Confidence
 - ❑ Teach, Coach New Skills
 - ❑ Plan for Formal Growth Opportunities
 - ❑ Document Training
 - ❑ Monitor Performance of Skills After Training
 - ❑ Provide Formative Feedback on Performance of Skills
- **Monitoring Paraeducator Performance**
 - ❑ Track Performance of Duties Through Observation
 - ❑ Gain Feedback From Others Who Observe
 - ❑ Provide Summative Feedback About Job Performance
- **Managing the Workplace**
 - ❑ Hold Meetings
 - ❑ Maintain Effective Communications
 - ❑ Manage Conflicts
 - ❑ Solve Problems

ASSIGNMENTS:

ALL ASSIGNMENTS ARE DUE By July 15th, 2011

Email to: geraldine.dipalma@ucdenver.edu

1. Create a Job Announcement for DI Assistant(s).

The job announcement should include the following:

- Position/job description or responsibilities based on Master List of Tasks and duties on pages 18-19 of the DISA Training Booklet
- Minimum qualifications
- Preferred qualifications
- Working conditions

(**Note:** Electronic copies of the forms for the above assignments are available on in the training booklet or you can email geraldine.dipalma@ucdenver.edu.)

2. Propose a plan to recruit Developmental Intervention Assistants (DI Assistants) within your CCB, region, or community.

- How and where will you advertise this position?
- Who will you target to fill this position? Be sure to include the training requirements as well as the future employment opportunities.
- Determine the appropriate selection process (a selection panel, develop interview questions, etc.). How will you assess the candidates?
- Explain a process to manage and collate the applications

3. Create an Action Plan for Effective and Collaborative DI Assistants Supervision

- Create both long and short term objectives for yourself as the supervisor of a DI Assistant
- Decide what information you will be able to put to use first and which components you will implement later by creating a timeline for each objective.
- Include techniques and strategies you will incorporate to collaborate with other professionals to supervise DI Assistants

GRADES:

- An "A" will be assigned to those participants who have attended all sessions and completed all three assignments.
- A "B" will be assigned to those participants who have attended all sessions and have completed assignment #1 and #3.
- A "C" will be assigned to those participants who have attended all sessions and have completed only assignment #3.

SCHEDULE FOR FIRST DAY OF PSA/DISA TRAINING

TIME	SCHEDULED TOPIC
8:30-8:45	<input type="checkbox"/> Sign-In <input type="checkbox"/> Registration <input type="checkbox"/> Coffee
8:45-9:15	<input type="checkbox"/> Welcome <input type="checkbox"/> Introductions (Presenters, Audience, terms) <input type="checkbox"/> Overview of CO-TOP Projects
9:15-10:15	<input type="checkbox"/> Contributions DI Assistants Can Make in Early Intervention Services <input type="checkbox"/> Laws and Legislation <input type="checkbox"/> Review of Research
10:15-10:30	~~BREAK~~
10:30-12:00	<input type="checkbox"/> Shift in Professional Roles <input type="checkbox"/> Clarifying Early Intervention provider & DI Assistant Roles
12:00-1:00	~~LUNCH~~
1:00: 2:30	<input type="checkbox"/> What gets in the way, time management <input type="checkbox"/> Seven Functions as a Supervisor for the DI Assistant <input type="checkbox"/> Orientation
2:30-2:45	~~BREAK~~
2:45-4:15	<input type="checkbox"/> Planning
4:15-4:30	<input type="checkbox"/> Wrap-Up

SCHEDULE FOR SECOND DAY OF PSA/DISA TRAINING

TIME	SCHEDULED TOPIC
8:30-8:45	<input type="checkbox"/> Sign-In <input type="checkbox"/> Registration <input type="checkbox"/> Coffee
8:45-10:00	<input type="checkbox"/> Recap –Day 1 <input type="checkbox"/> Planning continued...
10:00-10:15	~~BREAK~~
10:15-10:30	<input type="checkbox"/> Scheduling <input type="checkbox"/> Delegation
10:30-12:00	<input type="checkbox"/> Promoting Growth & Development of the DI Assistant
12:00-1:00	~~LUNCH~~
1:00: 2:30	<input type="checkbox"/> Monitoring DI Assistant performance
2:30-2:45	~~BREAK~~
2:45-4:15	<input type="checkbox"/> Managing the workplace <input type="checkbox"/> Explanation of the Assignments
4:15-4:30	<input type="checkbox"/> Wrap-Up <input type="checkbox"/> Post-then Pre Self Assessments & Course Evaluations