



# Task Analysis for the Paraprofessional

Amanda Jones and Jen Hilgendorf





# Learning Objectives

- Identify the definition and purpose of Task Analysis
- Understand the correlation between Task Analysis and Pre-Employment Transition Services (Pre-ETS)
- Demonstrate understanding of Task Analysis by completing individual Task Analysis and reflection





# What is Task Analysis?

The term task analysis can mean different things in different settings. For our purpose, task analysis is a procedure of breaking a job down step by step. The task analysis helps the job coach figure out where and how assistance is needed.



# Materials to Prep

- Access to an online banking account
- Access to an email address
- Access to a dishwasher (or steps to empty and load a dishwasher)
- A list of typical baby changing items
- A list of materials needed to make a bed



# Task Analysis Purpose

- Organizes an activity to be learned into manageable steps and strategies for further instruction from the job coach
- Arranges work activities in order and provides repetition
- Allows the student to develop multi-step, complex skills that are difficult to learn in other methods
- Helps the student meet employer expectations



# The Road to Independence

- **Evidence Based Practice** used to teach youth a sequence of tasks or steps.
- **Job Coach, Teacher, or Trainer** analyzes the task
  - Identifies smaller steps to teach
- **Guides youth to learn each step**
- **Goal: Youth is able to complete task or steps independently**



# Why Task Analysis

- Can be used to teach a difficult skill to a learner who struggles learning it all at once.
- Provides consistency to learners
- Can be tailored to suit the needs of the learner (make it fit the environment)
- Can be team based and include all adults who support students.



# Types of Task Analysis

- **Backwards Chaining**
- **Forwards Chaining**
- **Total Task Chaining**
- **Prompting**
- **When Determining Consider:**
  - Nature of the Task
  - Youth Baseline Performance





# Task Analysis & Pre-Employment Transition Services (Pre-ETS)

- We know Task Analysis has a direct correlation to Job Coaching and supporting students in Work-Based Learning Experiences
- BUT...Task Analysis is also tied to other Pre-Employment Transition Services (Pre-ETS)



1. **Elective Art Class - The class is working on a pottery unit.**
  - a. Utilize Task Analysis (video, pictures, etc.) to help break down complex procedures of pottery and various art projects.
  - b. Procedural Thinking Skills can be applied to various Pre-ETS
2. **Independent Living Skills for home - Grocery Shopping**
  - a. Preparation of shopping list
  - b. Shopping at the store
3. **How to safely use public transportation**
  - a. Taxi/Uber or Bus System



# 3 Task Analysis Tips

- Record small steps
- Be accurate in your recording
- Do not take any step for granted



# Discussion Points for a Team

- Are task analyses of the activity/task being taught completed and then used to identify where the youth may need targeted support, intervention, or instruction?
- Is every step needed to complete the task or perform the skill included in the chaining sequence (even those that are small, routine or presumed to be mastered)?
- Do the chaining strategies selected match the youth's way of learning and following direction (and not selected or used based on teacher/provider preference)?



# Let's "Breakout" and talk about Task Analysis

- **5 Breakout Groups - Facilitated by a TIG Coordinator, will review an activity/task**  
(Individually and as a Group - develop Task Analysis for identified activity/task)
- **Have a group conversation about the guided discussion questions**
- **TIG Coordinator will do a brief 3 minute "share out" of the group's Task Analysis and discussion responses**



# Coming Back Together...Let's Talk about It

- a) Share out on the Task Analysis steps of activity for your group
- b) How did the group come together to develop the task analysis?
- c) 1 or 2 identified barriers to developing the task analysis and how those could be overcome?
- d) How will task analysis be utilized with the students they work with?
- e) What possible Pre-Employment Transition Services (Pre-ETS) area(s) were identified for different Task Analysis?



Thank You!

