



**Boone Clinton North West Hendricks Joint Services**

**1122 N Lebanon Street**

**Lebanon, IN 46052**

**Paraprofessional Training Checklist**

Special education teachers must review the following information with all paraprofessionals who will be working with children with special needs. This information should be reviewed prior to the first day of work for new paraprofessionals and at the beginning of each school year for all paraprofessionals.

**Please complete the following:**

Paraprofessional Name: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_

School: \_\_\_\_\_ Date of Training: \_\_\_\_\_

Date to begin working with children: \_\_\_\_\_

Please check that each of the following has been addressed:

- Reviewed "The Role of the Paraprofessional" training video.
- Discussed paraprofessional's role related to the role of the special education teacher and general education teacher.
- Discussed information on the specific needs and characteristics of the students with whom the paraprofessional will be working.
- Discussed information regarding confidentiality of student information.
- In addition: A review of the Corporation's job description, procedures, and specific job duties has been completed.

---

Paraprofessional Signature

Date

---

Special Education Teacher's Signature

Date

*Please complete and return this form to Joint Services within one week following the first day of work for new paraprofessionals. For returning paraprofessionals, please complete and return to Joint Services by September 30 annually.*