

# The Role of the Paraprofessional

Initial Training Module



# Our Community

The Boone Clinton North West Hendricks Joint Services provides support to six school corporations in the area of special education. The six corporations include: Rossville, Clinton Prairie, Clinton Central, Lebanon, Western Boone, and North West Hendricks.



# Your Community

Your role will be within one of the school buildings in one of our cooperative corporations. You will work closely with the special and general education teachers to support students with exceptional needs make progress in their educational environment.



# This module will address:

- ▶ Roles and Duties
- ▶ Confidentiality Information
- ▶ Eligibility Categories
- ▶ Special Education Procedures
- ▶ Team Members
- ▶ Working with Teachers
- ▶ Working with Children
- ▶ General Suggestions



# Roles and Duties

- ▶ Classroom Management
- ▶ Assessment
- ▶ Behavior Management
- ▶ Parent communication
- ▶ Miscellaneous



# Classroom Management

Teacher	Paraprofessional
Plans weekly schedule	Prepare teaching aids
Plans lessons and learning centers for classroom and individuals	Help gather/copy materials
Responsible for all students all the time	Provide classroom supervision in emergency situations
Arranges schedules for each student's related services	Accompanies and assists individuals or small groups to other locations in the school
Communicates student needs and goals to the general education teachers	Record readings, listen to children read



# Assessment

Teacher	Paraprofessional
Assesses all students on an on-going basis	Assist with giving, monitoring, and scoring tests
Administer tests	Help with observing/charting students behaviors/progress
Responsible for collection and reporting of data	Assist in grading assignments or tests/recording grades



# Behavior Management

Teacher	Paraprofessional
Plans strategies for behavior management for entire class or individual students	Assist in implementing the behavior strategies
Collect, analyze, report data	Observe, document behavior



# Communication with Parents

Teacher	Paraprofessional
Initiates conferences	Accompany teacher to conference when appropriate
Makes phone calls to parents Writes notes to parents	



# Miscellaneous responsibilities

- ▶ Supervision of playground, cafeteria, or halls
- ▶ Set up special exhibits or activities
- ▶ Read with or to students
- ▶ Record assignments as needed



# Confidentiality Information

- ▶ Federal and State law require schools to protect the confidentiality of students with special needs.
- ▶ Information in educational records is confidential and must not be disclosed, orally or in writing, without prior written consent from a guardian.
- ▶ You are required to maintain confidentiality of student information. Respect Privacy.



# Eligibility Categories

- ▶ Autism Spectrum Disorder (ASD)
- ▶ Blind-Low Vision (BLV)
- ▶ Cognitive Disability (CD)
- ▶ Deaf or Hard of Hearing (DHH)
- ▶ Deaf-Blind Disability
- ▶ Developmental Delay (DD - ages 3-5)
- ▶ Emotional Disability (ED)
- ▶ Language and Speech Impairment (LSI)
- ▶ Multiple Disability (MD)
- ▶ Other Health Impaired (OHI)
- ▶ Orthopedic Impairment (OI)
- ▶ Specific Learning Disability (SLD)
- ▶ Traumatic Brain Injury (TBI)



# Eligibility Categories



# Special Education Procedures

## Special Education Procedures



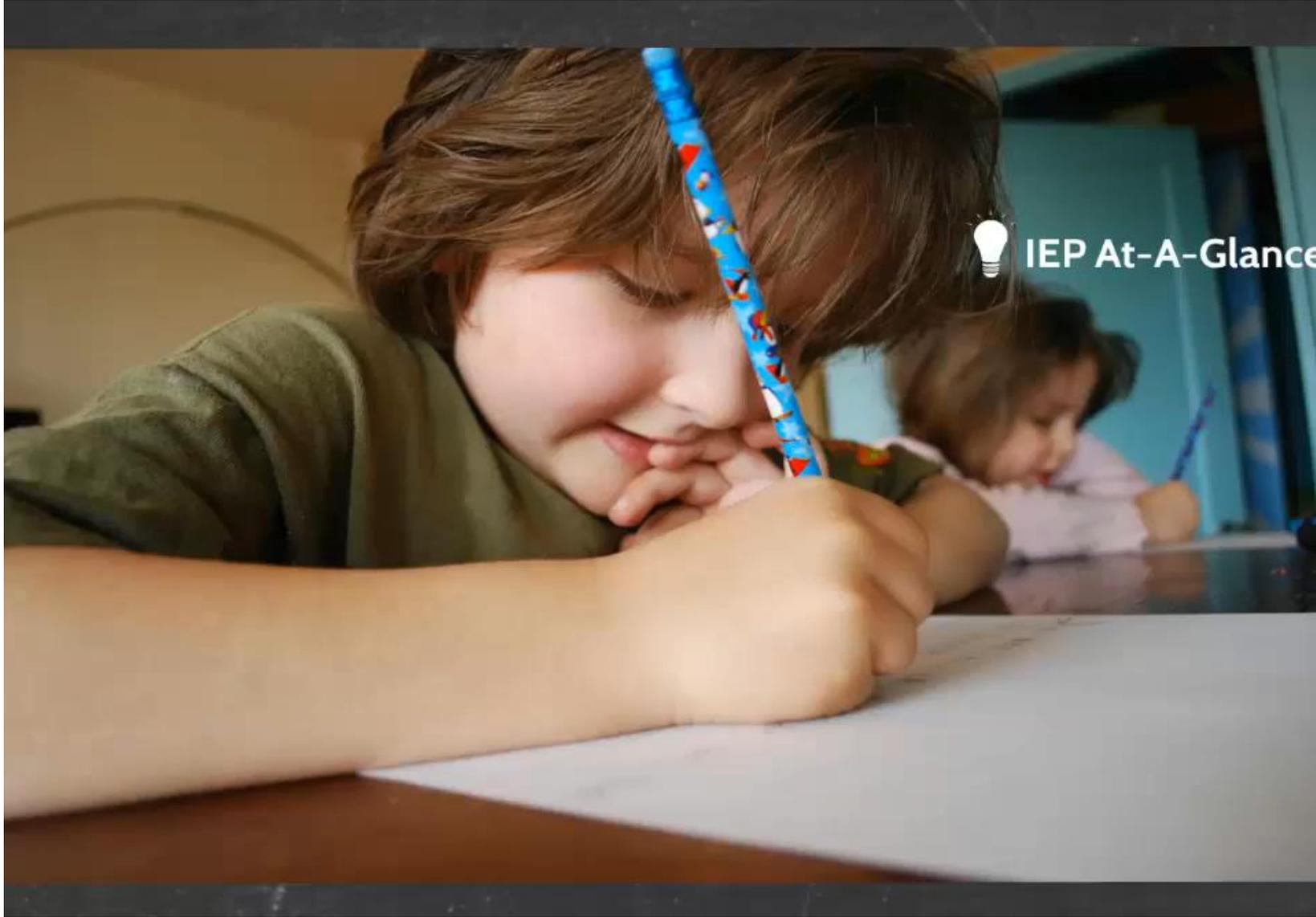
Individualized Education Program (IEP) form with sections for Student Information, Present Levels of Academic Achievement and Functional Performance, Measurable Annual Goals, and Services. The form includes fields for Name, Date of Birth, Grade, and School, as well as checkboxes for various educational needs and services.



# Team Members

There may be many professionals who work with a particular student based on needs. The school based team may include the general education teacher, special education teacher, speech therapist, occupational therapist, and physical therapist.





💡 IEP At-A-Glance

# Working with Teachers

- ▶ Ask questions about what is expected.
- ▶ Be familiar with material you are teaching.
- ▶ Learn the daily routines - attendance, reports, schedules, etc.
- ▶ Learn how to use equipment and technology.
- ▶ Be on time and ready.
- ▶ Attend staff meetings, luncheons, or other activities as appropriate.
- ▶ Keep careful and accurate records.



# Working with a team



# Working with Children

- ▶ Promote an atmosphere conducive to learning.
- ▶ Respect right to privacy.
- ▶ Support the whole student.
- ▶ Be tolerant, patient, empathetic, and supportive.
- ▶ Praise students displaying appropriate behaviors.



# Tips from Students



# General Suggestions

- ▶ Establish a good rapport with students and teachers.
- ▶ Greet students, praise them, and respect them.
- ▶ Expect the unexpected - fire drills, storm drills, etc.
- ▶ Be patient. Be flexible.
- ▶ Don't yell at, embarrass, criticize, or threaten a student.
- ▶ Listen, Listen, Listen.
- ▶ Dress neatly and be punctual for all duties.
- ▶ Understand what is expected.
- ▶ Notes, calls, and information about a student or parent are handled by the teacher.



## Remember

It is a privilege to work with children with special needs. Respect their privacy. Watch what you repeat. Don't mention names. Don't leave a child alone. Be friendly. Maintain a sense of humor. Celebrate the accomplishments.  
It is a great place to work!



# Next Steps

At the completion of this training video, print out the Paraprofessional Training Checklist document below the link for this video.

Meet with your Administrator and/or Teacher of Record to discuss the other training requirements for the position.

- ❑ Discuss your role related to the special education and general education teachers with whom you will be working
- ❑ Discuss information on the specific special needs and characteristic of the students with whom you will be working
- ❑ Discuss information regarding confidentiality of student information
- ❑ Review the Corporation job description, procedures, and specific job duties

A completed checklist with signatures is to be sent to the Joint Services office within one week of your first day if you are new to the position and by September 30 if you are returning to the position.

