

**Paraprofessionals Job duties and procedures.**

Teachers and paraprofessionals are partners in education, working together to provide the best educational experience possible for each child. The special education paraprofessional's role is to assist the teacher and allow more effective utilization of the teacher's abilities and professional knowledge. The teacher must function in a leadership role. It is the teacher's responsibility to assure that the students are moving toward achievement of individualized goals and objectives.

Paraprofessionals serve under the direction and supervision of the teacher to assist in carrying out

the individualized education program. In order for paraprofessionals to provide direct instruction to the student, teachers must plan and prescribe the learning environment and instruction for the student.

Teachers must train the paraprofessional in the specifics of the instruction, evaluate student progress and monitor the effectiveness of the paraprofessional's implementation of the instructional strategies.

A clear delineation of roles of the teacher and the paraprofessional is an important element of a successful program. Identification of teacher and paraprofessional roles insures adherence to ethical and legal requirements and serves as a guide in supervision and evaluation. Actual delivery of instruction to the student may be carried out by the paraprofessional under supervision of the teacher.

**The teacher's responsibilities to the learner include:**

- Assessing the student's entry level performance
- Planning instruction for individual students
- Implementing the goals and objectives of the individualized education plan
- Supervising and coordinating the work of paraprofessional and other support staff
- Evaluating and reporting student progress
- Involving parents in their child's education
- Coordinating and managing information provided by other professionals.

**The teacher also has a number of roles to fulfill in the proper utilization of paraprofessionals in the classroom:**

- Set an example of professionalism in execution of teacher responsibilities
- Establish the criteria for acceptable job performance of the paraprofessional at the beginning of the school year
- Provide consistent feedback to assist the paraprofessional in refining skills
- Communicate the needs of each student to the paraprofessional
- Establish and communicate the paraprofessional's role in behavior management
- Assign the paraprofessional responsibilities which facilitate the teacher's ability to provide more direct student instruction
- Assist the paraprofessional in defining his/her position as an authority figure

**Role of the Paraprofessional**

Various factors influencing the specific responsibilities assigned to the paraprofessionals include: Characteristics and personalities of teachers, paraprofessionals and students; interpersonal skills of both teachers and paraprofessionals; the skill level of the paraprofessionals; and the physical environment of the classroom. Individual teachers may vary the responsibilities of paraprofessionals to enhance the program of instruction.

**The following list illustrates instructional and administrative duties that could be assigned to paraprofessionals (but not limited to):**

- Assist individual students in performing activities initiated by the teachers
- Supervise children in the hallway, lunchroom, and playground
- Assist in monitoring supplementary work and independent study
- Reinforce learning in small groups or with individuals while the teacher works with other students
- Provide assistance with individualized programmed materials
- Score objective tests, papers and maintain appropriate records for teachers. • Perform clerical tasks, i.e., typing and duplicating
- Assist the teacher in observing, recording, and charting behavior.
- Assist the teacher with crisis problems and behavior management.
- Assist in preparation /production of instructional materials.
- Carry out instructional programs designed by the teacher.
- Work with the teacher to develop classroom schedules.
- Carry out tutoring activities designed by the teacher.

*The following set of guidelines is taken from Guidelines for Training, Utilization, and Supervision of Paraprofessionals and aide, published by the Kansas State Department of Education, Topeka, Kansas in 1977.*

**The list is provided to illustrate more specifically activities that the paraprofessional could undertake in the classroom. The paraprofessional may perform these instructional duties (not limited to only this list):**

- Assist in organizing field trips
- Read aloud or listen to children read
- Assist students in performing activities that have been initiated by the teacher.
- Hand out papers and collect paperwork.
- Assist with supplementary work for advanced pupils.
- Provide special help such as drilling with flash cards, spelling, and play activities.
- Assist in preparing instructional materials.
- Reinforce learning with small groups.
- Assist children in learning their names, addresses, telephone numbers, birthdays, and parents' names.
- Supervise free play activities.
- Prepare flash cards and charts.
- Prepare art supplies and other materials.
- Hear requests for help, observe learning difficulties of pupils, and report such matters to teachers.
- Score objective tests and papers and keep appropriate records for teachers

Ensure ALL ASPECTS OF STUDENT IEP IS FOLLOWED.  
PERFORM DAILY HOUSEKEEPING AND CHILD CARE AS NEEDED SUCH AS  
TREATMENT per prescription, , MEDICATION, TOILETING/CLEANING, and  
TRANSPORTATION per, IEP requirements.

Paraprofessionals duties do not included communication with the parent. All communication should be done para to teacher/Sp. Ed. Director and/or principal. Teacher is responsible for parent communication. If para feels that there are issues not addressed by the teacher, this should be reported to Sp. Ed. Director and/or principal immediately.

All other duties as assigned.

**Instructional duties the paraprofessional may not perform:**

- Be solely responsible for a classroom or a professional service.
- Be responsible for the diagnostic functions of the classroom.
- Be responsible for preparing lesson plans and initiating instruction.
- Be responsible for assigning grades to students.
- Assume full responsibility for supervising assemblies or field trips.
- Perform a duty that is primarily instructional in nature.

**Non-Instructional duties the paraprofessional may not perform:**

- Shall not assume full responsibility for supervising and planning activities.
- Shall not prescribe educational activities and materials for children.
- Shall not grade subjective or essay tests.
- Shall not regulate pupil behavior by corporal punishment or similar means.
- Shall not contact a parent/guardian on student performance or any educational Concerns. (This should be done by para and teacher/Special Ed. Director or principal if Para has a concert with the teacher as para is not qualified to make assessment statements..

*\*Reference from Area Special Education Cooperative; Minnesota*

<http://www.asec.net/archives/asecparahandbook8-03.pdf>

**Qualifications:**

Associates Degree (preferred)

If a person does not have an Associates Degree the person will take and pass the ParaPro Exam.

Complete any Paraprofessional Registry Training provided.

Attend all Professional Development Training provided by Gore Public Schools.

Complete CPR Training (preferred)

**Report To:**

1. Special EducationTeacher
2. Special Education Director
3. Site Principal
4. Superintendent