**Paraeducator Manual**

**Overall Standards:**

* Follow all instructions of Teacher(s) and administrator(s).
* Have a positive attitude.
* Be at Team Player (There is no I in team)
* Ignore negative behaviors from students and reinforce positive behaviors
* Refrain from using cell phones at ALL TIMES. In cases of emergencies please tell the teacher when cell phone is needed.
* Be motivating to students!!!!
* Encourage each other and students.
* Be enthusiastic!!!
* Have fun with students.
* Positive communication with co-workers and students
* Please explain your strengths and areas of improvements to teacher.
* Be on time and leave at designated time.
* If you are sick, absent, or need to leave early/late please call teacher as soon as possible and let sub system know.
* When you call the subsystem, request a sub.
* Adhere to the Principal/school standards of absences during semester/year.
* Ask when you need help or further training with academic, technology, personal care, tasks, communication development, etc.
* When leaving room for any amount of time, ask a teacher or another paraeducator to assume responsibility for your student(s). It is imperative that you ask the teacher if you can leave the room and also let them know where you are going.
* When another paraeducator is out of the room, take initiative to assume their duties and responsibilities with set student(s).
* Avoid overreaction to real or imagined criticism
* Avoid avoidance of associates and duties
* Avoid wide swings in mood and morale and loss of temper
* Avoid unreasonable resentments, argumentativeness, or other exaggerated behavior
* If there are any discrepancies they should be worked out between the two parties. If unable to resolve then the issue should be taken to the teacher or mediator.
* Exemplify positive behaviors at all times to everyone (e.g. Volunteers, Administration, Students, Peers, etc.)
* If visitors/volunteers are in the classroom to assist you must ask teacher what is expected from you when they are present. You could be assigned materials, another student, or other duties.

**Individual Standards:**

* Academic time –
  + Work with your designated student(s).
  + Engage student(s) in academic tasks.
  + Use primary reinforces (candy, goldfish, high fives)
  + Have AAC devices accessible to students at all times
  + AAC devices should be on at all times in order to allow independent communication for students
  + Give students plenty of response time before prompting
  + In teacher’s absence, follow set substitute plans.
* Personal Care
  + Respect student individuality and assist/keep student(s) with clean neat appearance.
  + Adhere to student(s) eating schedule.
  + Adhere to student(s) restroom schedule.
  + Ask when need assistance with lifting or other personal care issues.
  + Document any personal care on daily data collection sheet.
  + Fill out personal care sheet on restroom door after student uses the restroom for others to refer to when needing to help with personal care.
  + When leaving room for any amount of time, ask a teacher or another paraeducator to assume personal care responsibility for your student(s).
  + Keep student area neat and clean.
* Behavior
  + Follow your teacher(s)’s behavior theory when dealing with student(s).
  + Use/follow your student(s) set behavior plan.
  + Each paraeducator is responsible for their student(s) behavior and needs. Teacher(s) will assist when identifies a need.
  + Use positive words when dealing with behaviors
  + Avoid using negative words
* Related Service Time
  + Accompany your student to OT/PT/SLP/MT and give same assistance to Related Service Professional as you would in classroom.
  + When leave for related service time, ask another paraeducator/teacher(s) to assume responsibility of other student(s).
  + Document in Notebook/ Daily Sheet on Related Service Form, how long each related service session(s) lasted and briefly what was covered in session.
* Adapted PE- *See separate document*
* Music Therapy
  + Give same assistance to Music Therapist as you would in classroom.
  + Assist your student in each activity (playing musical instruments, songs) to the best of the student’s independent ability.
  + Have communication device assessable and available to student(s).
* Library
  + Have communication device assessable and available to student(s).
  + Assist student(s) in choosing and checking out books.
  + Give same assistance to teacher(s) as you would in classroom.
  + When reading one-on-one with student, read out-loud and engage student by pointing out pictures, using communication device, and talking about book.
* Regular Education Settings
  + Go with assigned student to regular education class.
  + When leave for set regular education class, ask another paraeducator/teacher(s) to assume responsibility of other student(s).
  + Be on time for regular education settings
  + Have AAC devices accessible to students at all times
  + Follow regular education teacher instructions
  + Advocate for your students
  + Be an example for the regular education teacher and students
* Community Outings
  + You are responsible for the safety and well-being of you designated student/students on each community outing
  + Have all necessary materials for community outing including but not limited to; communication device, necessary personal care items, phone contact information, field trip forms, etc.
  + The basis of community outings are communication therefore have communication devices available and accessible for use. They should be used as much as possible.
* Technology/Assistive Technology (AT)
  + You will be asked to use technology and AT in the classroom daily.
  + Set up the AT equipment for students when needed.
  + Learn to use technology, AT, and learn basic computer skills.
  + Ask for help or training if unsure how to use any of the technology/AT.
* Materials
  + If you have any free time ask teacher what materials need to be completed
  + Perform all clerical/material duties assigned by teacher(s) in a timely fashion.
  + Only work on materials or perform clerical duties in the following situations; before or after school day, your designated student(s) are absent, or by teacher request.
  + If you are unsure about how to perform set requests ask teacher(s) how for more information and/or specific training.
* Lunch
  + If you choose to take a non-working lunch, clock out and clock in
  + If you choose to take a working lunch, be in classroom and monitor your designated students while you are eating.
  + Eat at the time designated by your teacher(s)
  + Lunch is 30 minutes (E.G. If you start your lunch at 12:10 lunch is over at 12:40)

Evaluation

If any of the paraeducator standards criteria is not met the following will occur.

1. Teacher will give verbal directions, assistance, and/or instruction to the paraeducator. Teacher will explain the desired result using paraeducator standards and individual paraeducator schedule.

2. A conference with the teacher and paraeducator will be held to discuss concerns, issues and desired outcomes.

3. A “Plan of Action” will be created by teacher and administration (Exceptional Children administration or school administration) as a final chance to eliminate concerns.

4. Refer concern/issue to proper administration.