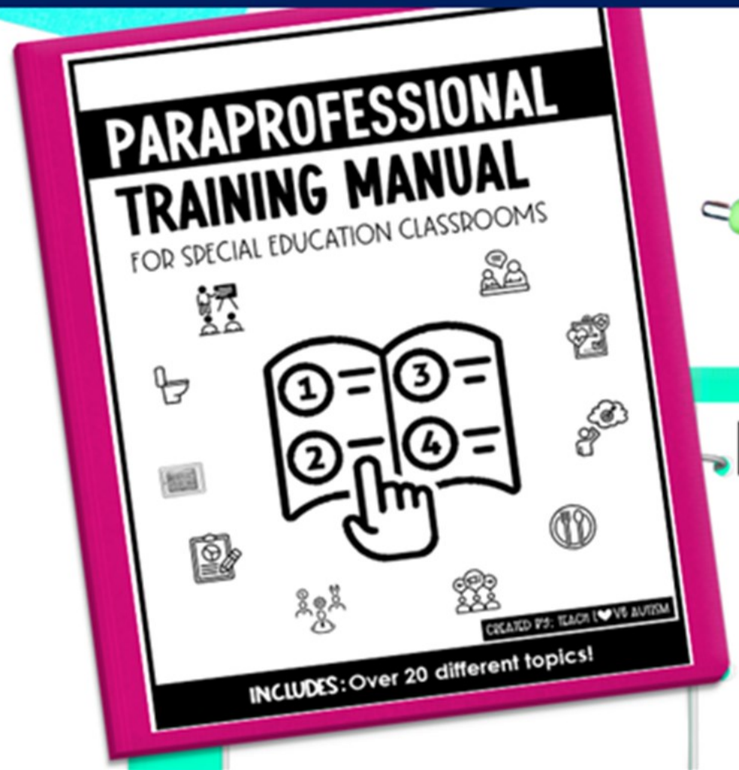
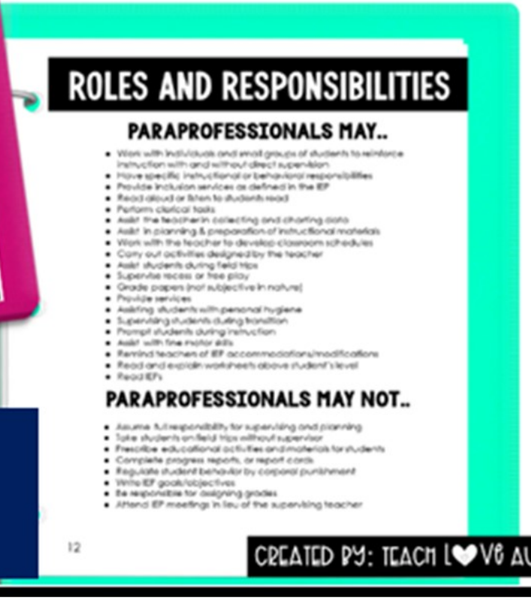
SPECIAL EDUCATION PARAPROFESSIONAL BINDER

EDITABLE TO FIT YOUR CLASSROOM!





GREAT FOR TRAINING PARAPROFESSIONALS

scroll

To take a look inside!

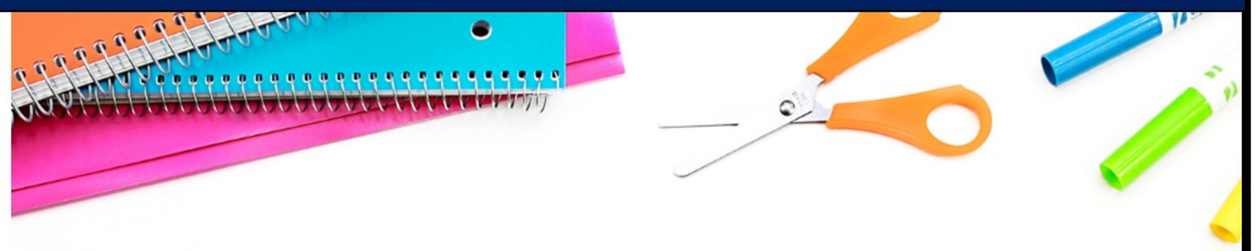
Use this resource in your special education classroom to support, train, and communicate with your paraprofessionals throughout the school year!

What IS INCLUDED IN THIS RESOURCE?

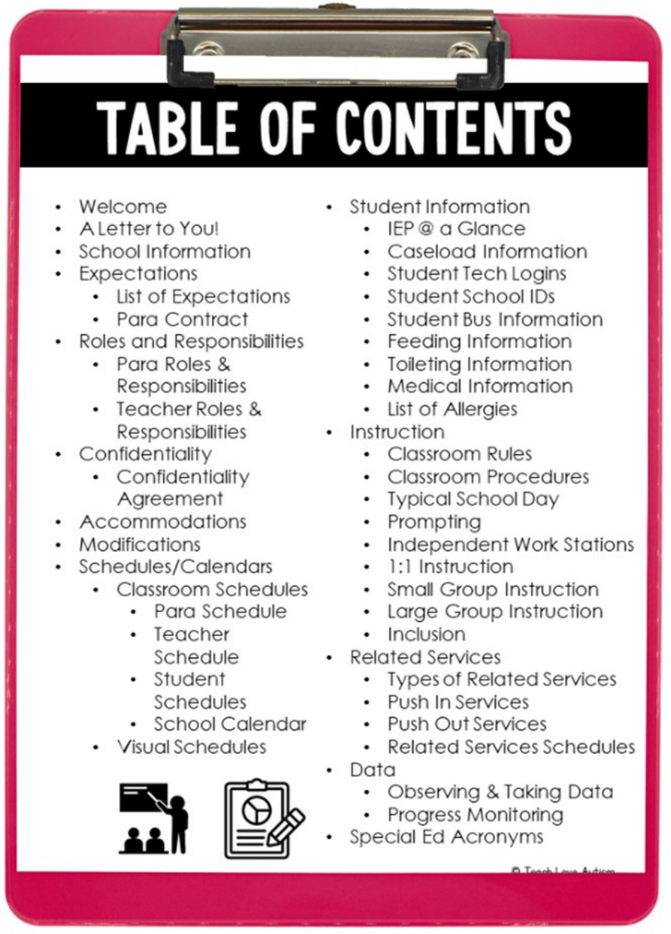
80+ Pages ready to print & EDITABLE in PowerPoint!

- School Information
- Expectations
  - Expectation List
  - Para Contract
- Roles & Responsibilities
  - Para Roles
  - Teacher Roles
- Confidentiality
  - What is Confidentiality?
  - Confidentiality Agreement
- Accommodations
  - What are they?
  - Examples
- Modifications
  - What are they?
  - Examples
- Schedules & Calendars
- Special Ed Acronyms
- Student Information
  - IEP @ Glance
  - Student Logins
  - Bus Info
  - Feeding & Toileting
  - Medial Info
- Instructional Strategies
  - Classroom Rules
  - Classroom Procedures
  - Prompting Hierarchy
  - Independent Work
  - Small Group
  - Large Group
  - 1:1 Instruction
- Related Services
  - Types of Services
  - Schedules
- Data Collection

AND MORE!



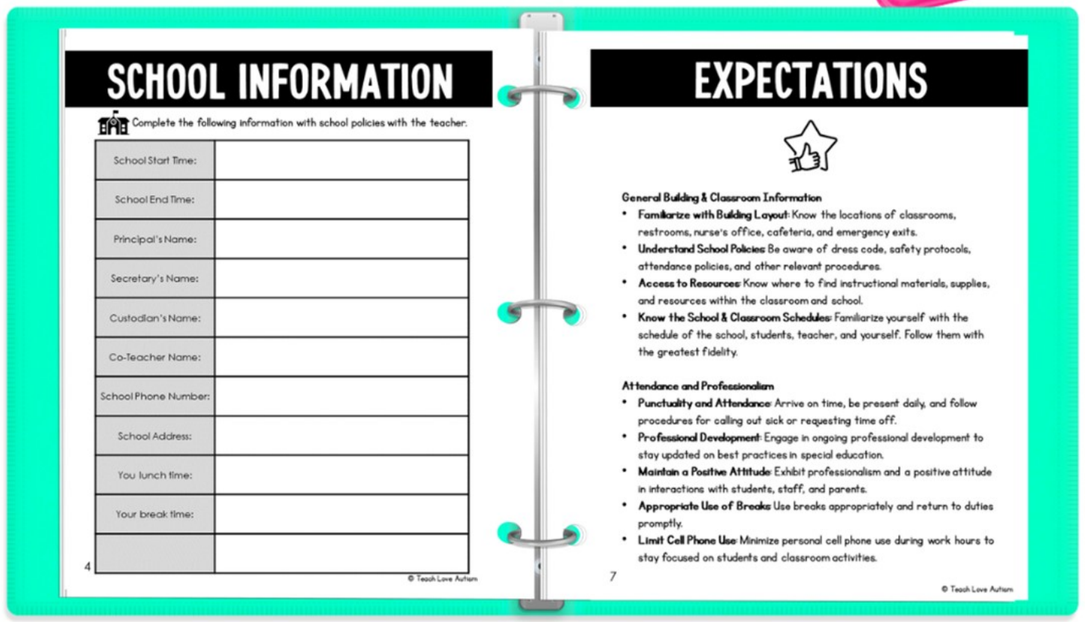




Why DO YOU NEED THiS?

- ✓ **Enhanced Support**
  - Ensure paraprofessionals are equipped with knowledge and skills to support students.
- ✓ **Efficient Delegation**
  - Allows for easy delegation of tasks saving you time and energy!
- ✓ **Prep once and done!**





SCHOOL INFORMATION

Complete the following information with school policies with the teacher.

School Start Time:	
School End Time:	
Principal's Name:	
Secretary's Name:	
Custodian's Name:	
Co-Teacher Name:	
School Phone Number:	
School Address:	
You lunch time:	
Your break time:	

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EXPECTATIONS

General Building & Classroom Information

- **Familiarize with Building Layout:** Know the locations of classrooms, restrooms, nurse's office, cafeteria, and emergency exits.
- **Understand School Policies:** Be aware of dress code, safety protocols, attendance policies, and other relevant procedures.
- **Access to Resources:** Know where to find instructional materials, supplies, and resources within the classroom and school.
- **Know the School & Classroom Schedules:** Familiarize yourself with the schedule of the school, students, teacher, and yourself. Follow them with the greatest fidelity.

Attendance and Professionalism

- **Punctuality and Attendance:** Arrive on time, be present daily, and follow procedures for calling out sick or requesting time off.
- **Professional Development:** Engage in ongoing professional development to stay updated on best practices in special education.
- **Maintain a Positive Attitude:** Exhibit professionalism and a positive attitude in interactions with students, staff, and parents.
- **Appropriate Use of Breaks:** Use breaks appropriately and return to duties promptly.
- **Limit Cell Phone Use:** Minimize personal cell phone use during work hours to stay focused on students and classroom activities.

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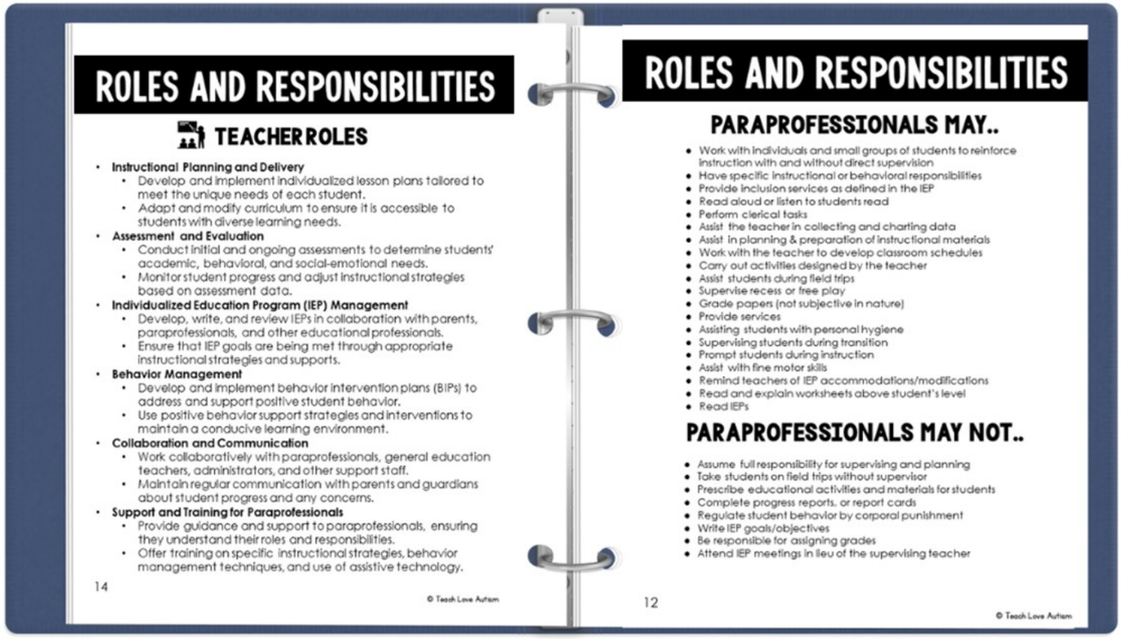
How CAN I USE THiS?



1. Edit the binder to fit your needs and then print the pages you want.

2. Create binders with copies of the materials for paraprofessionals.

3. Have an instant back to school training for new & returning paraprofessionals!



ROLES AND RESPONSIBILITIES

TEACHER ROLES

- **Instructional Planning and Delivery**
  - Develop and implement individualized lesson plans tailored to meet the unique needs of each student.
  - Adapt and modify curriculum to ensure it is accessible to students with diverse learning needs.
- **Assessment and Evaluation**
  - Conduct initial and ongoing assessments to determine students' academic, behavioral, and social-emotional needs.
  - Monitor student progress and adjust instructional strategies based on assessment data.
- **Individualized Education Program (IEP) Management**
  - Develop, write, and review IEPs in collaboration with parents, paraprofessionals, and other educational professionals.
  - Ensure that IEP goals are being met through appropriate instructional strategies and supports.
- **Behavior Management**
  - Develop and implement behavior intervention plans (BIPs) to address and support positive student behavior.
  - Use positive behavior support strategies and interventions to maintain a conducive learning environment.
- **Collaboration and Communication**
  - Work collaboratively with paraprofessionals, general education teachers, administrators, and other support staff.
  - Maintain regular communication with parents and guardians about student progress and any concerns.
- **Support and Training for Paraprofessionals**
  - Provide guidance and support to paraprofessionals, ensuring they understand their roles and responsibilities.
  - Offer training on specific instructional strategies, behavior management techniques, and use of assistive technology.

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ROLES AND RESPONSIBILITIES

PARAPROFESSIONALS MAY..

- Work with individuals and small groups of students to reinforce instruction with and without direct supervision
- Have specific instructional or behavioral responsibilities
- Provide inclusion services as defined in the IEP
- Read aloud or listen to students read
- Perform clerical tasks
- Assist the teacher in collecting and charting data
- Assist in planning & preparation of instructional materials
- Work with the teacher to develop classroom schedules
- Carry out activities designed by the teacher
- Assist students during field trips
- Supervise recess or free play
- Grade papers (not subjective in nature)
- Provide services
- Assisting students with personal hygiene
- Supervising students during transition
- Prompt students during instruction
- Assist with fine motor skills
- Remind teachers of IEP accommodations/modifications
- Read and explain worksheets above student's level
- Read IEPs

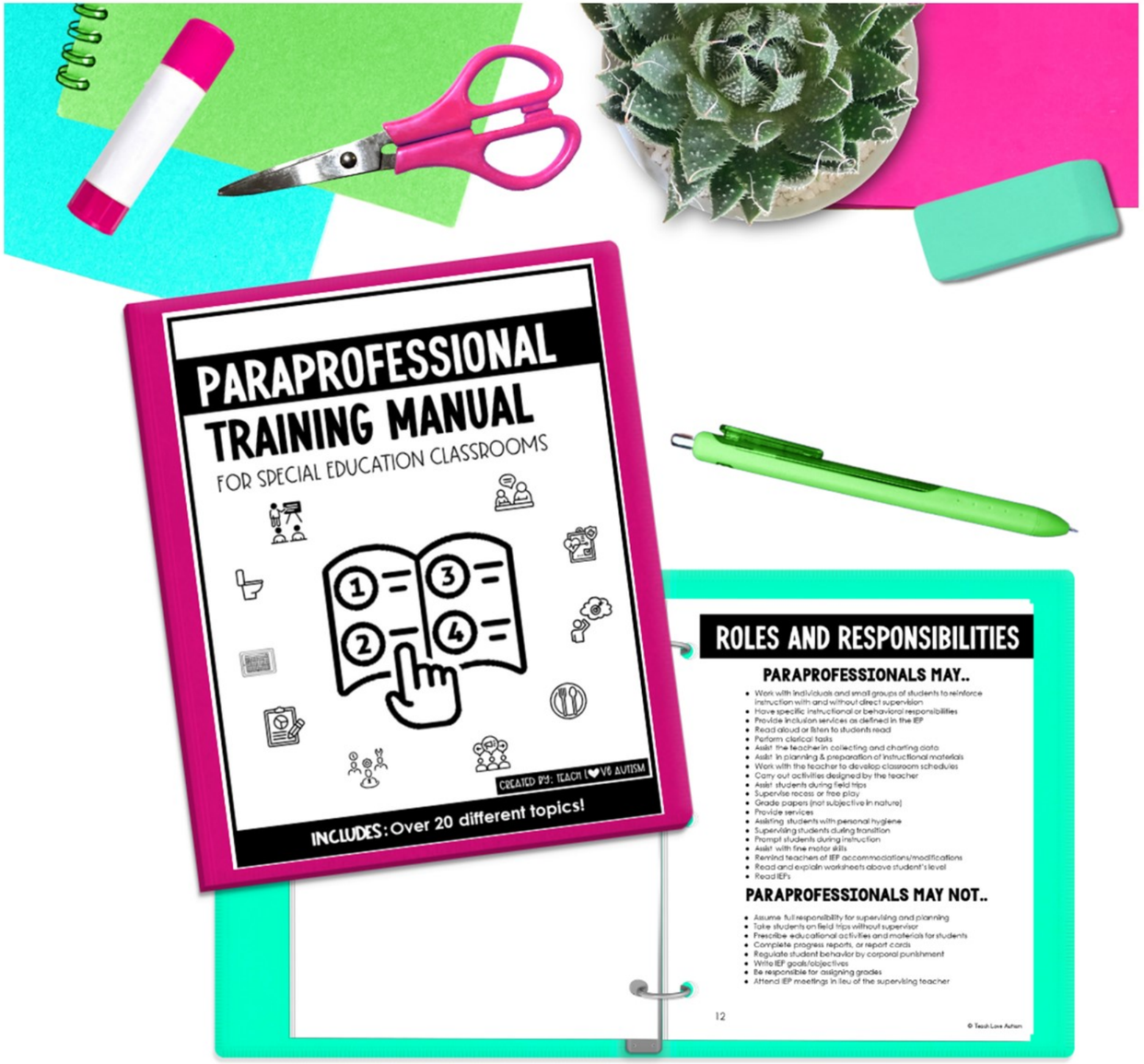
PARAPROFESSIONALS MAY NOT..

- Assume full responsibility for supervising and planning
- Take students on field trips without supervisor
- Prescribe educational activities and materials for students
- Complete progress reports, or report cards
- Regulate student behavior by corporal punishment
- Write IEP goals/objectives
- Be responsible for assigning grades
- Attend IEP meetings in lieu of the supervising teacher

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What OTHER TEACHERS ARE SAYING . . .



This resource had everything I needed to start off right when it came to working with my paras!!

★★★★★ Maggie M.

The editable pages made it perfect to fit to my classroom routines and procedures.

★★★★★ Tina K.

The time that this product saved me was essential to working on other tasks in my classroom. But, I knew I was ready to train my paras at the beginning of the year too!

★★★★★ Andrea L.

CREATED BY: TEACH L♥VE AUTISM

Hey, hang on!

YOU MIGHT ALSO LIKE...

CLICK ON ANY IMAGE TO GO TO THE PRODUCT!

