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## Adams Wells Special Services Cooperative

### PARAPROFESSIONAL POLICY AND PROCEDURES

**Policy:**

Adams Wells Special Services Cooperative (AWSSC) works with the member school corporation to develop procedures for the hiring and training of paraprofessionals to support students with special needs in an educational setting. Paraprofessionals hired to work in AWSSC programs are employed under the procedures and guidelines of North Adams Community Schools. Training, certification, and evaluation procedures have been developed in accordance with Article 7.

AWSSC uses individuals to act as paraprofessionals according to Article 7. The definition of paraprofessional according to Article 7 is as follows: **511 IAC 7-32-69 "Paraprofessional" defined** "Paraprofessional" means an individual who works under the supervision and direction of licensed teachers or related services personnel to assist in areas that relate to personal, social, and instructional needs. The term includes, but is not limited to, the following:

- a) Instructional or program assistants
- b) School bus monitors
- c) Interpreters
- d) Note takers
- e) Job coaches

**Training Procedures for Paraprofessionals:**

Paraprofessionals must be appropriately trained and should work under the direction of a licensed teacher, a highly qualified teacher, or a related services provider to assist students in areas that relate to personal, social, and educational needs.

1. The public agency must provide training on the following:
  - a) The role of the paraprofessional related to the role of the professional person providing supervision and direction.
  - b) Specific skills and content necessary to carry out the assigned responsibilities.
  - c) Information on the specific special needs and characteristics of students with whom the paraprofessional will be working
  - d) Special education procedures, including the confidentiality of personally identifiable information.

**(This training must be documented in writing)**

Adams Wells Special Services Cooperative provides general training through a **mandatory** training session each paraprofessional participates in prior to employment.

The Teacher of Record is expected to train paraprofessionals on specific skills and content, as well as individual student needs and characteristics. Training on student needs should be documented on the [Paraprofessional Student Specific Training Checklist](#). A copy should be kept at the building, and sent to the building/program coordinator.

**Paraprofessional Certification:**

Paraprofessionals working with students in academic settings must have one of the following:

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- a) two years of study at an institution of higher education
- b) an associates or higher degree
- c) meet a rigorous standard of quality and is able to demonstrate knowledge to assist in reading, writing, and mathematics (or reading readiness, writing readiness, and mathematics readiness as appropriate) by passing the Para Pro Assessment test

### **Paraprofessional Evaluation:**

AWSSC paraprofessionals are evaluated according to the North Adams Community Schools Performance Review. This is completed annually for all paraprofessionals and the original form must be turned in to the AWSSC office at the end of each school year.

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**PARAPROFESSIONAL STUDENT SPECIFIC TRAINING CHECKLIST**

Name of paraprofessional: \_\_\_\_\_

Name of Teacher conducting training: \_\_\_\_\_

Building/Program: \_\_\_\_\_

This training involved information regarding the following student: \_\_\_\_\_

I have reviewed the following information:

- ☐ Present levels of performance
- ☐ Strengths and needs
- ☐ Services the student receives for which I have some responsibility
- ☐ Supplementary aids/services and accommodations for testing
- ☐ Other critical factors for the education of this/these student(s)
- ☐ Goals/Benchmarks, as appropriate, which I am responsible to address
- ☐ FBA/BIP
- ☐ Health Plan
- ☐ Special Transportation needs
- ☐ Confidentiality
- ☐ Other:

The above information covering the specific educational needs of the named student has been explained to me. I know that I can ask the teacher of record any additional questions or concerns I may have.

Paraprofessional signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: TOR/Building  
Corporation/Program Coordinator

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**PARAPROFESSIONAL TRAINING CHECKLIST- CLASS SPECIFIC**

Name of paraprofessional: \_\_\_\_\_

Name of Teacher conducting training: \_\_\_\_\_

Building/Program: \_\_\_\_\_

This training involved information regarding the following classroom/subject :  
\_\_\_\_\_

I have reviewed the following information:

- ☐ Present levels of performance
- ☐ Strengths and needs/Student characteristics
- ☐ Services the student receives for which I have some responsibility
- ☐ \*Supplementary aids/services and accommodations for testing and classroom assignments
- ☐ Other critical factors for the education of this/these student(s)
- ☐ Goals/Benchmarks, as appropriate, which I am responsible to address
- ☐ FBA/BIP
- ☐ Health Plan
- ☐ Special Transportation needs
- ☐ Confidentiality
- ☐ Other:

\*training must be provided regarding special needs and characteristics of special education students in the classroom. Other areas may be addressed as appropriate.

The above information covering the specific educational needs of the students in the classroom have been explained to me. I know that I can ask the teacher of record any additional questions or concerns I may have.

Paraprofessional signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: TOR/Building  
Corporation/Program Coordinator