

Y

Paraprofessionals

Section Y Forms

Paraprofessional Class Specific Training Checklist



Paraprofessionals - Guidelines

Adams Wells Special Services Cooperative (AWSSC) works with the member school corporations to develop procedures for the hiring and training of paraprofessionals to support students with special needs in an educational setting. Training, certification, and evaluation procedures have been developed in accordance with Article 7.

511 IAC 7-32-69

“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:

1. Instructional or program assistants
2. School bus monitors
3. Interpreters
4. Note takers
5. Job coaches

Paraprofessional Requirements 511 IAC 7-36-2 (g)

Paraprofessionals who provide instructional support must have the following:

1. A high school diploma or its recognized equivalent,
2. One of the following:
 - a. Completed two years of study at an institution of higher education as defined in 511 IAC 7-32-52.
 - b. Obtained an associate’s or higher degree.
 - c. Met a rigorous standard of quality and be able to demonstrate, through a formal state academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness) by passing the Para Pro Assessment test.

Paraprofessionals Procedures

Paraprofessionals must be appropriately trained and work under the direction of licensed teachers or related services personnel to assist students in areas that relate to personal, social, and educational needs.

Article 7 requires that training provide to paraprofessionals be documented in writing.

Adams Wells Special Services Cooperative (AWSSC) provides general training through a **mandatory** training session each paraprofessional participates in during their first **thirty instructional days** of employment in a program serving students with exceptional needs.

AWSSC provides regularly scheduled paraprofessional training. Building administrator or Teacher of Record (TOR) will provide contact information of paraprofessionals to AWSSC administrators. Additionally, if there is a need for training outside of the regular schedule, the building administrator will notify the AWSSC administrator of the training requirement. AWSSC administrator will coordinate schedules to facilitate the mandatory training.

The public agency shall provide preservice and in-service training to paraprofessionals in the following areas:

1. The role of the paraprofessional related to the role of the professional personal providing supervision and direction.
2. The specific skills and content knowledge necessary to carry out the assigned responsibilities
3. Information on the following:
 - a. The specific special needs and characteristics of the students with whom the paraprofessional will be working.
 - b. Special education procedures, including the confidentiality of personally identifiable information.

The TOR is expected to train paraprofessional on class specific skills and content, as well as individual student needs and characteristics. On an annual basis, this training shall be completed and documented by the TOR using the **Paraprofessional Class Specific Training Checklist** for all paraprofessionals under their supervision. A copy will be forwarded to the director of special education at AWSSC and a copy provided to the building principal.



Paraprofessionals Class Specific Training Checklist

Name of paraprofessional: _____ TOR: _____

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.

This training involved information regarding the following students (STNs): _____

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: _____