

NELP Standard 3

Equity, Inclusivity, & Cultural Responsiveness

As part of my internship, I collaborated with school counselors and special education staff to develop the master paraprofessional aide (PA) schedule for the 2024-2025 school year. The primary goal of this process was to ensure that students requiring academic, behavioral, or physical support had consistent and equitable access to assistance throughout the school day.

My responsibilities included reviewing student IEPs, analyzing course schedules, and coordinating PA assignments to ensure appropriate and effective coverage. One of the key challenges was balancing staff availability with individual student needs, particularly for those requiring a higher level of support, while also maintaining consistency across the schedule. By working closely with school leadership and special education teams, I contributed to a scheduling plan that minimized disruptions and prioritized student learning.

This artifact aligns with NELP Standard 3 as it demonstrates my commitment to advocating for equitable resource allocation, supporting inclusive education, and making data-informed scheduling decisions centered on student needs. I chose to include this in my portfolio because it highlights my ability to collaborate with diverse stakeholders, navigate complex logistical challenges, and contribute meaningfully to a school environment where all students are positioned for success.

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	AM/PM Duty
Bartley	Test Reading (room 107)	Test Reading (room 107)	Test Reading (room 107)	Lunch	Test Reading (room 107)	Test Reading (room 107)	Test Reading (room 107)	Test Reading (room 107)	Test Reading (room 107)	AM - C. Schutz bus
Blackburn	Attendance	Attendance	Attendance	Attendance	Lunch	Attendance	Attendance	Attendance	Attendance	
Brookman	Small Group Testing (room 105)	Office Support	Incl w/Houlton (room 203)	Lunch	Office Support	Library Support	SG SH (room 502)	Incl w/Steele (room 101)	Incl w/Wallace (room 404)	
Bugg	Cover Kellner Reg Room	Reg Room	Reg Room	Lunch	Reg Room	Reg Room	Reg Room	Reg Room	Reg Room	
Carpenter	ED Support (room 503)	ED Support (room 503)	ED Support (room 503)	FLEX w/Stoops	ED Support (room 503)	ED 7th lunch (room 502)	ED Support (room 503)	ED Support (room 503)	ED Support (room 503)	Leave @ 2
Fouts	ED Support Band -	support (Gym)	ED Support (room 104)	FLEX w/Arnold	Lunch/ ED Support (104)	ED Support (room 104)	SE Support w/Payne	ED Support (room 104)	ED Support - Jude (room 103)	
Hall	Enrichment -	Beard -	Grooms -	Deutsch -	Support w/ Dubruler (room 100)	Support w/ Grooms (room 98)	Lunch	Debruler -	Steele -	
Kellner	Study Hall 6 (room 112)	Study Hall 6 (room 112)	Building Safety	FLEX w/Strauser	Lunch Duty	Lunch Duty	Lunch Duty	ISS Coverage	XXXXXXX	AM - security
Kifer	ED Support (room 104)	ED Support (room 104)	ED Support (room 104)	Lunch	SG SH w/Goodman (room 500)	ED Support w/ Grooms (room 98)	ED 6th lunch (room 104)	Incl w/Short (room 403)	SE Support w/Beard (room 400)	AM - Cafe w/ ED students Leaves 15 mins each
Mand	Incl w/Gresham (room 109)	ED SH 6 Stoops (room 502)	Support (Lawrence)	Lunch	ED Support w/ Dubruler (room 100)	Incl w/Ballard (room 202)	(Cafe)	Incl w/Short (room 403) w/	ED Support w/Chapman (room 205)	AM - gym duty with Gilman Leave 15
Mishra	XXXXXXX	Small Group Testing (room 105)	Small Group Testing (room 105)	FLEX w/Arnold	Small Group Testing (room 105)	Small Group Testing - Cafe Bathroom Duty	Small Group Testing (room 105)	Small Group Testing (room 105)	Small Group Testing (room 105)	PM - bus duty
Payne	SG SH (room 502)	ED Support (room 104)	Incl w/Bourgeois (room 207)	Lunch	Deutsch - Ethan Hills	Waljen -	ED 6th lunch (room 104)	SE Support w/Beard (room 400)	ED Support (room 104)	
Shockey	ED Support w/Dobrzynski (room 303)	ED Support w/Fussner (room 200)	ED Support w/Wallace (room 404)	FLEX w/Arnold	ED Support (room 104) Gavin Lunch	Lunch /ED Support	ED Support w/Brakie (room 108)	ED Support (room 104)	ED Support (room 104)	AM bus in ED room and PM bus duty C. Schutz
Spangler	SE Support Kirbach (room 106)	SG SH (room 106)	Incl w/Cameron (room 201)	FLEX w/Short (Jude)	Cafe Bathroom Duty	ED 7th lunch (room 502)	SG SH (room 502)	SG SH (room 502)	XXXXXXX	AM bus duty Leave
Strauser	ISS (media center)	ISS (media center)	ISS (media center)	FLEX	ISS (media center)	Lunch	ISS (media center)	ISS (media center)	ISS (media center)	
Defilipps	ED Support w/C. Payne (room 111)	Incl w/Sabo (room 204)	ED Support w/Chapman (room 110)	Lunch	Lunch Duty	Lunch Duty	Lunch Duty	ED Support w/Chapman (room 205)	Test Reading (room 107)	

