

Paraprofessionals- training, appreciating, and retaining

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Introductions





**What do you hope to gain
from today's presentation?**



Training Paraprofessionals





Getting to know your paraprofessionals

Ways to get to know them:

*Learn who they are away from school. Family, Hobbies, and so on.

- Professional Interest Survey
- Personal Interest Inventory
- Inquire about what they did or are going to do on a weekend or break.
- Back to School BBQ, Christmas Party & End of Year Celebration
 - Families Included
 - Personal time-no shop talk

Getting to know your paraprofessionals

My Favorite Things

Name: _____ Birthday: _____

Restaurants: _____

Fave Food: _____

Places to Shop: _____

Music: _____

Gift Cards (Amazon, Movie Theater, Knowledge Bound etc.): _____

Color: _____

Hobbies: _____

Drink (School consumable): _____

Candy: _____

Fruit: _____


Baked Good (Donut, Bread, Pie, Cookie etc.): _____

Salty Snacks (Chips, Crackers, Popcorn etc.): _____

Coffee or Tea type: _____

Please return this form to Ginette Auton's mail box.
Thanks!

Getting to know your paraprofessionals



Paraprofessional Preference Profile High School

heather.lyons@weldre4.org [Switch account](#)

Your email will be recorded when you submit this form

* Required

Name *

Your answer

Please choose all the classes you might like to attend: *

- ☐ Earth Space Science
- ☐ Biology
- ☐ Chemistry
- ☐ World Geography

Please choose all the classes you might like to attend: *

- ☐ Earth Space Science
- ☐ Biology
- ☐ Chemistry
- ☐ World Geography
- ☐ World History
- ☐ United States History
- ☐ Government
- ☐ English
- ☐ Algebra
- ☐ Geometry
- ☐ Algebra 2
- ☐ Business Classes
- ☐ Agriculture Classes
- ☐ Family and Consumer Sciences
- ☐ Art
- ☐ Welding
- ☐ Music
- ☐ Drama
- ☐ Foreign language

Please check all the health care boxes that you feel comfortable doing: *

- ☐ Assisting in the bathroom
- ☐ Changing diapers
- ☐ Tube feeding
- ☐ Catheter
- ☐ feeding by mouth

Do you have a current CPI card? *

☐ Yes

☐ No

Do you have a current CPR card? *

☐ Yes

☐ No

What is your favorite drink?

Your answer



Getting to know your paraprofessionals

What is your favorite treat?

Your answer

What is your favorite candy?

Your answer

What is your favorite snack?

Your answer

My birthday is...

Your answer

My cell phone number is...

Your answer

Summarize the dress code policy in your own words...

Your answer

Summarize the cell phone policy in your own words...

Your answer

Summarize the attendance policy in your own words...

Your answer

Summarize the confidentiality policy in your own words...

Your answer

List your strengths...

Your answer

List your weakness...

Your answer

Summarize your expectations of your supervising teachers...

Your answer

List any qualities you would like to share with me... *

Your answer

Any questions?

Your answer

Submit

Clear form



Paraprofessional Training

Paraprofessional Handbook

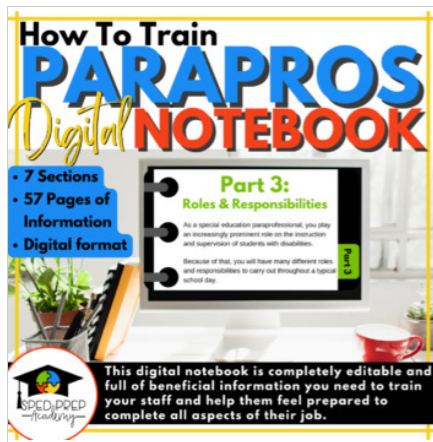
- Welcome
- Disability Areas
- Roles and Responsibility
- Instructing Students
- Confidentiality
- Expectations of the Job
- Evaluating
- Tips for Success
- Para-Mentor
- Trainings in programs or curriculum they are to be using or supporting
- Behavior and health training and support

Paraprofessional Training



Paraprofessional Training

Training Your Paraprofessionals-Digital Handbook



GRADE LEVELS

Staff

SUBJECTS

Special Education, Classroom Management,
Professional Development

RESOURCE TYPE

Teacher Manuals, Classroom Forms,
Professional Development

FORMATS INCLUDED

✓ PDF

PAGES

60 pages

\$12.00

Download

Buy additional licenses

Share this resource



Report this resource to TPT



Appreciating Paraprofessionals





Ways to Appreciate

- Bring In treats
- Celebrate Birthdays & Special Days
 - Even if it is over break or on the weekend, text, call, or reach out somehow to let them know you are thinking about them.
- Thank you notes and positive comments about a job well done!
- Little gift cards for above and beyond.
- Simple random acts of kindness.
- Ensure they are getting paid for the 'time they donate.'
- Laugh, cry and debrief together.

Ways to Appreciate





Ways to Appreciate

- Advocate for them with administration, students, and families.
- Encourage students to thank the Paraprofessionals for their help.
- Ask for their feedback and **LISTEN** to it!
- Include them in the decision-making process when possible.
- Check in with them to make sure they don't need anything.
- Do not ask them to do something you are not willing to do yourself.
- Provide constructive feedback on how they are doing.
- **Honor them for the valued member of the team that they are!**



Retaining Paraprofessionals





Retain

- Advocate for them with administration.
 - Make sure they are taken care of for their time worked.
 - Missed lunches, time volunteered, in early, stayed late.
 - Paid comp time, leave early or come in late to compensate.
 - Don't let them be the dumping ground for extra duties and responsibilities.
- Advocate for them to be trained, just like teachers are.
 - Ensure initial training on Special Education is done BEFORE they start.
 - Offer training and room to grow in areas they find interesting or are struggling with.
 - Train them on new students and/or curriculum before they are expected to use it and not after the fact.



Retain

- Give honest, constructive feedback and be willing to take honest, constructive criticism.
 - Explain to them the '**Why**' of things, not just expect them to do it.
- Continually search for ways to make sure they know how valuable they are and how important they are to you and your students.
- Para-specific Professional Development
- Set them up for success, plan for the day, expectations
- Encourage Adult Brain Breaks



Feedback

	Areas for Improvement	Proficient/Meets Expectations	Evidence of Exceeding Expectations
Work Ethic		<ul style="list-style-type: none"> Consistently relied on to be punctual, present, and prepared to start work in an appropriate manner Reliable and flexible Follows district dress code (cleanliness, personal hygiene, etc.) Promotes understanding and positive attitude toward district (communicating, helpfulness, conflict management, cooperation, etc.) Produces high quality work while maintaining professionalism, confidentiality, a growth mindset, and attentiveness toward resource utilization 	
Student Interactions		<ul style="list-style-type: none"> Interactions, both between the Para and the students, and among students, reflect general warmth and caring, and are polite and respectful of the cultural and developmental differences among groups of students Communication and feedback is timely and constructive 	
Instruction		<ul style="list-style-type: none"> Consistently varies instructional techniques to accommodate the variety of student learning styles Instructional delivery is differentiated for students Demonstrates the ability to assist in a variety of content instruction and with instructional technology 	
Behavior Management		<ul style="list-style-type: none"> Demonstrates knowledge of strategies that reinforce positive student behavior; using a student's or a class's behavior support plan Implements behavior plans appropriately and consistently Response to student misbehavior is appropriate and respectful to students Effectively applies and uses restraint training 	
Relationships w/ colleagues		<ul style="list-style-type: none"> Professional relationships with colleagues are characterized by mutual support, positive communication, and cooperation to meet the needs of the students Upholds high levels of ethics and confidentiality Workload is shared and equitable between colleagues 	
Safety & Care		<ul style="list-style-type: none"> Prioritizes well under unscheduled workloads, incidents, or emergency situations Demonstrates confidence in ability to perform First Aid, CPR Performs duties related to personal care plans efficiently and effectively, including proactive and timely communication and feedback to involved stakeholders 	



Feedback

Paraprofessional Quarterly Survey

heather.lyons@weldre4.org [Switch account](#)



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* Required

Work Ethic:

*

Consistently relied on to be punctual, present, and prepared to start work in an appropriate manner

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Work Ethic:

*

Reliable and flexible

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Feedback

Student Interactions:

*

Interactions, both between the Para and the students, and among students, reflect general warmth and caring, and are polite and respectful of the cultural and developmental differences among groups of students

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Student Interactions:

*

Communication and feedback is timely and constructive

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Instruction:

*

Consistently varies instructional techniques to accommodate the variety of student learning styles

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Instruction:

*

Instructional delivery is differentiated for students

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Instruction:

*

Demonstrates the ability to assist in a variety of content instruction and with instructional technology

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Behavior Management:

*

Demonstrates knowledge of strategies that reinforce positive student behavior, using a student's or a class's behavior support plan

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Feedback

Behavior Management: *

Implements behavior plans appropriately and consistently

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Behavior Management: *

Response to student misbehavior is appropriate and respectful to students

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Relationships with Colleagues: *

Professional relationships with colleagues are characterized by mutual support, positive communication, and cooperation to meet the needs of the students

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Upholds high levels of ethics and confidentiality

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Safety and Care: *

Prioritizes well under unscheduled workloads, incidents, or emergency situations

1 2 3 4 5
Not Really ☐ ☐ ☐ ☐ ☐ Does Consistently

Positive Comments:

Your answer

Concerns:

Your answer

Submit

Clear form

Adult Brain Break

Squigs Bullseye



Questions?



Suggestions?

