

## **Paraeducator Orientation Checklist**

**Review this checklist with your supervising special education teacher. Please take notes of discussions and make a copy for your records. Send the original to Candi McMinn at the 619 office.**

Items to be reviewed, mutually understood and written down with your supervising special education teacher. Paraeducator need to sign and date when this is complete.

- Names and educational needs of special education students you will be working with.  
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- Any student medical concerns or procedures you should know about.  
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- Any student behavior plans you should know about and your role in implementing the plan.  
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- Your daily schedule (including times for your lunch and breaks, time to complete any assigned record keeping).  
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- The students(s) daily schedule.  
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- Any regularly scheduled meeting times.  
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- Procedures for reporting when you will be absent from work.  
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- Procedures for reporting when the student(s) you support are absent from school.  
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- Lines of communication and authority to follow regarding school policy, cooperative policy, questions/concerns about my assignments, question/concerns about students, issues/conflicts with fellow Paraeducators.  
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- Orientation to school-wide rules and procedures.  
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- The role of the Paraeducator in interactions with parents.  
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- How and where to get needed supplies and equipment.  
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- What records or data are you responsible for keeping?  
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- What to do if you do not have enough to do or are concerned that you are being underutilized in the regular classroom.  
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- Other duties or responsibilities of the Paraeducator.  
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Confidentiality (including interactions with parent(s) in regards to the student and/or supervising teacher, and necessary discretion when using email/cell phones/social networking sites).

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Inservice requirements and resources.

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Who is responsible for planning and adapting?

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What is my role in the regular education classrooms I will be assisting in?

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What do I do if the student or teacher refuses my help in the regular ed setting?

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Paraeducator Printed Name

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Paraeducator Signature

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Date

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Supervising Teacher Printed Name

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Supervising Teacher Signature

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Date