

Para Handbook 2017-2018



General Information

Para Handbook

Available online at www.usd489.com
Click on the Resources tab.
Click on Paraeducator Handbook

Timesheets & Scheduling

*Where they are located, how to fill them out, when they are due, who signs timesheets, etc.

*Staff will arrive on time and ready to work at their scheduled time. They will return from lunch breaks at their scheduled time ready to work with students. Bathroom breaks and other breaks should be taken when students are engaged and safely working and monitored by other staff. They should not be taken at times when students need your assistance. If you start at the beginning of the year you will receive 11 days (4 of those can be used for personal). If you start later in the year days will be prorated.

* Staff should follow their schedule and student schedules as closely as possible, to ensure that students get quality instruction in a routine fashion. If a student needs a break monitor that need, so they do not sit at a break for too long. Use a timer and/or a ready/not ready cue to get them back to instruction as soon as they are ready.

What to do if You Need a Substitute

Please call your supervising teacher ASAP Lindy (785) 625-3691 or Tasha Lang (785) 650-2175. **You** will also be responsible for calling **Paula Rice (316) 789-3672** to let her know you will be out of the building. Of course, the more advanced notice, the better chances of securing a para sub, so if you know the day before, etc., please let us know at that time. *You will be allowed 11 "sick" days before we discuss a plan of action for your absences.*

Although there will be times when it will be necessary for you to be absent (sick leave, personal leave, business leave), please remember that your job is an important one and you are missed when you are gone. Everything runs smoother when "the team" is in place. Consistency is especially important with our students, not just with the classroom schedules but with personnel as well. And at times when a para sub is not available, it will be especially important for everyone to pitch in to help fill the void for that day, such as taking on extra responsibilities and as is often the case, getting creative on how to best meet the needs of all our students.

Confidentiality -

"Great minds discuss ideas,
Average Minds discuss events,
Small minds discuss people"
- Eleanor Roosevelt

Confidentiality means holding something in trust; respecting a right to privacy.

As a practical stand, no paraeducator should discuss confidential information regarding students with anyone other than their supervising classroom teacher. There should be no discussion regarding a student's disability, work skills, behaviors, etc. with anyone outside of school personnel.

Using students on any type of social media is a break of confidentiality! (Facebook, Instagram, Snapchat, Twitter, etc). If you are social media friends with student families, remember to keep everything professional.

ONLY discuss school problems and confidential matters with appropriate personnel, and only when students are not present. Respect the dignity, privacy, and individuality of all students, parents, and staff members.

EXAMPLE: When a parent asks how the student did today, instead of saying "He had a good day" Give a fact....today he had fun playing with play dough, he enjoyed listening to the songs today, etc.

Phone Calls

If you must make a phone call, please do so in the Teacher's Lounge. If you keep your cell phone with you, please keep it on silent or vibrate and respond to your phone call(s) during your lunch break or specified break times. If you are expecting an important phone call (ex. Medical or Family Reasons), please let the classroom/special teacher know about this and when the call comes, leave the classroom before answering the phone. Phone calls should not be made during a scheduled time with a student unless it is an emergency.

Dress Code

*Avoid wearing low necked dresses/shirts and short skirts/shorts. Also, be careful to not wear tops that are too short (so that your skin is showing when you raise your hands or bend over unless you are wearing an undertop of some sort underneath). You'll bend over a lot when doing different activities with the students throughout the day.

*Dress comfortably – dress for the job (assisting in P.E., lunchroom, recess, art, etc.). Tennis shoes or comfortable shoes are recommended as we all are active and on our feet a lot! (see page 16 of Para Handbook entitled Physical Requirements/Environmental Conditions).

*Heavy perfume, animal, and cigarette smell is "too much" in a close situation. Remember that children have good sensory skills.

Communication/Conflicts/Problems Within the Classroom

*Refer concerns expressed by parents, students or others to your supervisor.

*Recognize that the supervising teacher has the ultimate responsibility for the instruction and behavior management of children and follow the directions prescribed by him/her. Express differences of opinion only when students are NOT present.

*If at any time you have a concern or problem with another staff member, please come to us as soon as possible so we can work on that issue. Use your professional judgment and refrain from discussing personal matters about others in the building with anyone. Such circumstances can create

stressful work environments and can lead to a number of problems within the building.

*If you have a concern or problem with the supervising teacher, a personal meeting will take place to discuss the issue. Likewise, if the supervising teacher has a concern or problem with a para, a personal meeting will take place to discuss the issue. All meetings will be documented and kept on file. Should further problems arise, we can schedule a meeting with the building principal.

Additional Expectations

* Staff should follow their schedule and student schedules as closely as possible, to ensure that students get quality instruction in a routine fashion. If a student needs a break monitor that need, so they do not sit at a break for too long. Use a timer and/or a ready/not ready cue to get them back to instruction as soon as they are ready.

Annual Performance Evaluation

The supervising teacher is responsible for one evaluation of your work performance each year. Supervising teachers may conduct more evaluations if needed.

Attitude and Tools of the Trade

*Motivate, but do not use high-pressure techniques.

*Make much of success – any success.

*Be slow to react to failure. Never place blame. Refrain from using phrases such as: “You know these, you told them to me yesterday?” or “You’ll just have to start paying attention.” or “I told you so.”

*Practice being positive.

*Have confidence in yourself. You’ll make mistakes and the students will sometimes catch you in those mistakes. If you get corrected, take it in the way you would want your students to take it from you. They learn to react to their own errors in a constructive manner by watching others who react constructively.

Supervising Teacher: Tasha Lang 785-650-2175

Elizabeth McDougal 719-469-4383

Mavis Pianalto 785-259-3914

Kayla Driskill 785-577-0464

Sandy Gardner 785-656-2514

Kat Muench 785-953-0599

Supervising Teacher: Lindy McDaniel 785-625-3691

Crystal Lonsdale 785-639-6666

Sara Blackman 785-639-5948

Mandy Lawson 785-432-6105

Angela Miller 785-317-5128

I, _____, understand the above para handbook and staff expectations for the 2017-2018 school year.

staff signature

supervisor signature
