

Defining the Role of the Paraprofessional in the Distance Learning Model

Paraprofessionals are valuable members of the school community. The checklists below include the activities in which paraprofessionals may or may not assist with Distance Learning. This is the guidance from the district being provided at this time as we await direction from the State on the use of paraprofessionals during Distance Learning. If we receive additional guidance, paraprofessionals will be informed of any changes.

Paraprofessionals must:

- ***Work under the direction of a certified staff member, as assigned by building administration***
- Adhere to district expectations and policies related to the use of electronic access and communication applies within the virtual platforms.
- Comply with dress code expectations during the preparation of any pre-recorded session or live session
- Protect student privacy and confidentiality
- When participating in online professional development, staff meetings and especially meetings with students ensure they provide an environment conducive to learning.
- Use earbuds/headphones and ensure the paraprofessional's family members or other individuals are not in the room or listening to audio, when they are communicating with students.
- **Avoid** having direct communication with parents, and defer all communication to teacher/case manager
- Follow all aspects of the Para Handbook, as they apply to distance learning
- Perform duties in alignment with their job description

Paraprofessionals may, as assigned and directed:

- Join a Google Classroom to follow teaching and learning
- Assist students with organization, clarification of assignments and time management
- Watch taped class sessions
- Contact teachers offline with any questions
- Pre Record videos on behalf and under the direction of a certified staff member (i.e. read aloud, reading a story)- All videos must be previewed by staff member
- Participate in a 1:1 session **with the teacher** and student, if appropriate. Send a note/video for the student to the teacher who can share it with the student(s) Note: If a paraprofessional is not comfortable in conducting a 1:1 online session the case manager will use the paraprofessional to support learning in other ways.
- Participate in a 1:1 session with a student, **only as directed and invited by case manager or teacher**, and with parent permission. Specific tasks for these sessions must

be outlined by the case manager. (ie. helping a student prep for a test, helping a student organize materials for the week, reviewing sight words, reading a story).

- Parent permission must be provided via email

- Respond to an email if a student reaches out, provided the paraprofessional cc's the case manager on the response and keeps the conversation superficial without providing specific academic direction
- Participate in the [Professional development](#) series designed to support paraprofessionals and their work in the distance learning model

Paraprofessionals may not initiate or host meetings with students individually or in small groups without supervision of the case manager/ teacher. Specifically, they may not:

- Provide direct, initial instruction
- Actively engage or observe live class session
- Initiate 1:1 virtual sessions with students
- Initiate small group sessions with students
- Make comments on student work, such as in Google Doc
- Respond to questions that students post on Google Classroom
- Correspond directly with parents