

## Paraprofessional Mentor Overview

### Purpose

The purpose of the Paraprofessional Mentor Program is to provide new paraprofessionals with the information and support that will help them be successful in one of the following roles:

- Committee on Special Education (CSE) Paraprofessional
- Educational Assistant (EA)
- Supervisory Paraprofessional

### Expectations of Mentors

Mentors are expected to provide mentees with supports related to their specific role as well as to support them with learning the culture of the PCSD and their individual building.

To the greatest extent possible, mentors will meet with formally with their mentee(s) prior to working with students. Minimally, mentors will meet with their mentees once per marking period. An overview of possible topics is provided; however, this is not an exhaustive list.

#### **Marking Period 1:**

- Work hours/expectations and timesheets
- Daily schedule
- Use of sick/personal days
- Lunch
- Technology, email, badge access
- Faculty meetings
- Common contractual questions
- EAP support
- Behavior management
- Confidentiality
- Maintaining professional boundaries
- Common acronyms (as appropriate)

#### **Marking Period 2:**

- Behavior management
- Professional development offerings (Para Academy and Cypherworx)
- Review behavior management
- Review confidentiality
- Benefits review (can only change during this window unless there is a qualifying event)

**Marking Period 3:**

- Understanding the posting process
- Understanding seniority
- Behavior management
- Stress management
- Review confidentiality
- Paraprofessional evaluation process

**Marking Period 4:**

- Posting process
- Successfully ending the school year
- Preparing for the next school year
- Final evaluations
- Para summer workday