



Central Kansas Cooperative In Education

Paraprofessional Informational Guide

Welcome to CKCIE!!

We are excited to have you join our special education team and help provide quality education to students served in our 12 participating school districts!

The Special Education Instructional Paraprofessional Responsibilities

The responsibilities of the paraprofessional are generally of a support nature with the supervising teacher assuming the primary responsibility for students and the classroom.

Supervising Teacher	Paraprofessional
1. Diagnoses educational needs.	1. Scores and compiles data associated with testing and other types of assessment; carries out informal assessment.
2. Plans instructional programs; design and monitor specially designed instruction (SDI)	2. Assists with the planning process; development of materials/activities
3. Grade students' performance.	3. Checks and scores student work.
4. Takes responsibility for new concepts, skills and each new classroom activity.	4. Reinforces and reviews concepts and skills. Assists students in performing activities initiated by the supervising teacher.
5. Revises instructional programs.	5. Monitors student progress in instructional programs and relates findings to supervising teacher/s.

6. Designs instructional materials.	6. Helps develop instructional materials designed by the supervising teacher.
7. Designs and implements behavioral intervention plans.	7. Monitors and reinforces student performance concerning behavioral interventions through observation; assumes data collection, compilation, and other record keeping duties.
8. Communicates with parents.	8. Communicate with the teacher.
9. Responsible for behavioral management.	9. Manages students during times when the teacher is involved in the regular performance of professional duties or has logical emergency reasons for being out of the classroom; play supportive management role when supervising teacher is present.
10. Provide SDI directly and through co-teaching	10. Deliver SDI related supports and activities designed by the special education teacher/therapist.
11. Support SDI delivery by general education teachers and related services providers	11. Must be supervised by a special education teacher.
12. Supervise delivery of SDI paraprofessional/s	

Professional and Ethical Responsibilities of the Paraprofessional

A Paraprofessional must:

Ø **Maintain confidentiality** about all personal information and educational records concerning children and their families; a breach of confidentiality is ground for disciplinary action or dismissal including immediate termination.

Ø **Engage in positive behaviors** at all times, treating students and colleagues with dignity and respect.

Ø **Dress appropriately** and neatly in accordance with the school's staff dress code.

Ø **Follow district policies** for protecting the health, safety, and wellbeing of children.

Ø **Demonstrate a positive attitude.** Take initiative.

Ø **Follow the directions** of teachers and other supervisors. This includes following specific programs, interventions and behavior plans

Ø **Maintain a record of regular attendance**, arrive and depart at specified times and notify appropriate personnel when they must be absent.

Ø **Demonstrate** loyalty, dependability, integrity, and other standards of **ethical conduct**.

Ø **Demonstrate respect for cultural diversity and individuality** of the children.

Ø **Follow the chain of command** for various administrative procedures.

Ø **Assist student with class work:** by modeling, with guided practice, peer tutoring and one on one while adhering to teacher direction.

Ø **Monitor students/**keep on task/handle behavior situation if possible.

Ø **Provide proper documentation** for students on IEPs.

Ø **Be Flexible.**

Ø **Be a hard-worker** – do whatever is necessary to get the job done and provide equal opportunities for all special education children.

Ø **Complete appropriate in-service activities** (including required annual USD 305 presentations and quiz).

Remember a paraprofessional's job is to help students with special needs help themselves, not do the task for them.

Chain of Command to Follow When You Have A Concern

Paraprofessionals are responsible to their immediate and/or primary supervisor and shall direct problems, criticisms and suggestions through the supervisor(s).

The **primary supervisor** is the special education teacher or related service provider (SLP, OT, PT, etc.) that the paraprofessional has been assigned to. This person is responsible for the paraprofessional's schedule and supporting them in their various roles and responsibilities. They also will discuss issues such as problems or disagreements with other staff or students. Keeping the primary supervisor informed about all aspects of the paraprofessional's job is important.

The **immediate supervisor** is the one who has direct authority over the paraprofessional in a particular setting such as the general education teacher in the general education classroom. While in this setting this person is responsible for providing the paraprofessional with directions and answering questions. The immediate supervisor will change depending on the setting that paraprofessional is in.

If the paraprofessional has a request or a concern, they should visit with the primary supervisor first. If the primary supervisor is not able to resolve the issue or the concern is with the primary or immediate supervisor the paraprofessional should make an appointment to visit with the **Building Principal**.

Next in the chain of command would be the **CKCIE Program Coordinator** assigned to the Paraprofessional's school.

If the issue continues to be unresolved the paraprofessional may call or email the **CKCIE Director**.

Please respect the chain of command, which infers before you go to the building principal or CKCIE Administration with a concern, you must talk to your primary supervisor first

Work Day and Year:

The workday and year for all employees will be according to the school district you are hired to work as a paraprofessional. Each paraprofessional will be given a school calendar that outlines the days paras work during the school year. Employees working 30 hours or more are considered full benefit employees and those under 30 hours a week are part-time employees. Pay for hours that exceed your contract hours must be **approved in advance by the director of special education.**

Absences:

All leave must be submitted prior to or by the end of the day the absence falls on in Absence Management within Frontline. If you are unable to get your leave into the system on time you must contact CKCIE office by phone or email to ask for assistance. Time logs and leave are matched up each month so please get your leave in as soon as possible.

Pay Period:

Paras are required to record all hours of work completely and accurately using the Frontline Time and Attendance System. Please email the CKCIE office as soon as possible for missed clock ins and clock outs.

Winter/Closing Procedures:

Salina paras will be notified by email and/or text. Outlying Districts have their own notification systems so please check with your building administrator on how to participate in notifications within the district you work. All employees not reporting to work due to winter weather conditions must take a discretionary day or not be paid for the time not worked.

Paid Holidays:

Paraprofessionals are eligible for the following paid holidays: Labor Day, Thanksgiving, two days for Christmas, New Year's Day, and one day of Spring Break

FMLA Leave

[See updated [SUPPORT STAFF HANDBOOK](#) for current information on FMLA.]

For additional information on FMLA or to submit a request for FMLA leave, contact the Salina Public Schools Human Resource Office at 785-309-4726.

Staff Development:

Complete Paraprofessional log in each year of all staff development. Send copy of log in progress the **first week in December** and the completed log with required number of hours the **first week in April** to CKCIE office. (See para log and learning opportunity sheet at end of Handbook)

Highly Qualified:

USD 305 is requiring that all paraprofessionals that are “instructional paraprofessionals” become highly qualified. To become “highly qualified” the paraprofessional must have 48 college credit hours or a degree or upon

Completion of two Para Assessments. These include receiving the appropriate score on the following assessments:

- Assessment 1: Reading, Writing, Math: Instructional Support (65% to pass)
- Assessment 2: Reading, Writing, Math: Knowledge and Application (70% to pass)

Disciplinary Procedures:

Salina Public Schools supervisors and department heads must responsibly and impartially supervise and, when necessary, discipline or recommend disciplinary action for the personnel they supervise.

Grounds for disciplinary action include, but are not limited to, less than adequate appearance, attitude, and conduct, care of employer equipment and/or job performance. Disciplinary actions will be initiated whenever employees are found to be dishonest or insubordinate in any area related to their work with Salina Public School.

All supervisors, principals, building coordinators and department heads shall exercise good judgment and discretion in taking or recommending disciplinary action. They shall endeavor to ensure that the extent of the penalty is not unreasonable or excessive in relationship to the seriousness of the violation or circumstances for which an employee is being penalized. In taking or recommending disciplinary action of any type, supervisors and department heads shall do so in an effort to most effectively meet the mission of Salina Public Schools.

In any case of disciplinary action (except a verbal reprimand) the supervisor or department head shall be responsible to submit a written disciplinary summary in the form of a Performance Improvement Plan or Written Reprimand. This report

shall be made with the employee's knowledge and the employee will be required to read and requested to sign the report. In the event the employee refuses to do so, a notation to that effect shall become a part of the report.

Paraprofessional Work Performance and Discipline Procedures

All paraprofessionals will complete a Para Expectations form with their supervising teacher within a week of beginning their position. A copy of this form will be placed in the paraprofessional's file at CKCIE. For new paraprofessionals work performance evaluations (Para Appraisal) will be completed within 60 days of the paraprofessional's start date. New paraprofessionals will receive a work performance evaluation (Para Appraisal) their first year which is due on April 1st. Experienced paraprofessionals do not need to be evaluated each year unless there are concerns about their performance. (See Para Appraisal System at end of Handbook)

Not meeting performance expectations

1. The supervising teacher will have an informal conversation with the paraprofessional explaining the expectations of the teacher. The supervising teacher will document this conversation.
2. The supervising teacher and the coordinator will review the signed para expectations with the paraprofessional. The supervising teacher needs to document the date of this discussion.
3. If performance does not improve, a Paraprofessional Appraisal will be completed and a Performance Improvement Plan will be implemented for the para to improve during a set timeframe. Performance Improvement Plans will have the input of CKCIE Director and the District HR office.
4. The supervising teacher will follow up with the paraprofessional on a frequent basis and will report back to the coordinator regarding progress. At the end of the given timeframe the supervising teacher, coordinator and paraprofessional will meet to determine if improvement is being made or if termination is warranted.

Terminations are not to occur without contacting CKCIE Director or the USD 305 HR first.

Discipline Procedures:

In the event that a paraprofessional's performance is detrimental (dishonesty, insubordination, endangerment to a student) to the school, classroom, students and/or staff, CKCIE Director and/or USD 305 HR is to be contacted prior to disciplinary action occurring.

1. The building principal along with the coordinator will investigate the situation and collect evidence to support allegations. With CKCIE Director approval the staff may be suspended with pay until the investigation is completed.
2. The supervising teacher, coordinator and building principal, with input from the CKCIE Director and USD 305 HR, will determine if the behavior warrants a written reprimand or termination.

A. A written reprimand will follow the District's standard FRISK format that should include a description of the paraprofessional's conduct, how it negatively impacts our work with children, suggestions or directives for improvement and statement indicating that failure to make improvement will result in termination. All present at the meeting need to sign and date.

B. If it is determined that the paraprofessional is to be terminated, the coordinator and/or building administrator confer with the paraprofessional stating, "The decision has been made to terminate your employment." It is advised that you say nothing more. Do not provide a written statement. You may write your own summary for your documentation.

Professional Opportunities:

State requires that you get your para log hours in a variety of ways. Examples:

- Infinitec website- online classroom
- book studies
- Attending IEPs
- Local District and/or CKCIE Inservices
- books assigned by supervising teacher
- Autism modules online
- Behavior modules online