

North Dakota State Policies for the Training of Paraeducators

A minimum of 20 clock hours of inservice instruction must be provided to the paraeducator. The inservice must be conducted within one year of employment in which the paraeducator assumes assigned duties.

Orientation for the paraeducator must be conducted within the first 5 working days in which the paraeducator assumes assigned duties. The orientation must include the following:

- Expectations of the paraeducator
- Confidentiality of records and verbal information
- Introduction to assigned supervisor(s) and work areas
- Building routines
- Reviewing the individual needs of the students being served

The additional 15 hours of instruction must be completed through Special Education Gurus Online Training Modules:

- Paraeducator and Teacher Roles and Responsibilities
- Introductory Information Regarding Special Education and IDEA
- Common Characteristics of IDEA's Categories of Disabilities
- Effective Instructional Methods
- Accommodations, Modifications and Adaptations
- Ethical and Professional Guidelines
- Confidentiality and Special Education Laws
- Importance of Collaboration

Indication of completion of 20 hours of training by the paraeducator must be documented by a letter of verification, or certificate of completion signed by the person providing the training. This indication of completion must be on file in the special education administrative office.

Newly Employed Paraeducator Orientation Checklist

(Five clock hours within first five days of employment)

_____ The roles and responsibilities of the paraeducator have been explained and put in writing. approximately 2-3 hours

Page 13-15 *Resource Manual: The Implementation of Effective Paraeducator Practices in Educational Settings*

B-3 and B-4

E-3

Review of individual students' programs including explanation of disabilities, accommodations and adaptations, special education, therapies and the paraeducator's role regarding these issues.

_____ The paraeducator has been introduced to the principal and other teachers, paraeducators, and support staff approximately 15 minutes

Staff directory, informal introductions, and all staff meeting(s)

_____ The paraeducator has been given a tour of the building. approximately 30 minutes

Include all classrooms, custodial and material supplies, office and machines, exits, staff bathrooms, staff work room(s)....

_____ The paraeducator has been given an explanation of the policy and procedures manual (including confidentiality of records). approximately 1 hour

Local district policy and procedures, building level policy and procedures, multidistrict policy and procedures with a review of those pertinent to the paraeducator

Confidentiality Pages 16-18 Code of

Ethics pages 18-19

_____ The paraeducator has been informed of the roles and responsibilities of the supervisor. approximately 30 minutes

Pages 21-22

Pages 27-32

C-1 and C-2

D-3 and D-4

_____ The paraeducator Training/Inservice Record has been completed and signed by the supervisor and paraeducator.

Enclosed

Optional (Developing a working relationship and understanding)

_____ The supervisor and the paraeducator have completed a workstyle preference form and compared responses.

_____ The supervisor has completed the Professional/Program/Student Needs Inventory and the paraeducator has completed the Paraeducator Skills/Confidence Inventory. Together a personalized job description for the paraeducator was developed.
Approximately 1-2 hours

Training/Inservice Record

Roles and Responsibilities of the Paraeducator

I acknowledge that

_____ the roles and responsibilities of a paraeducator have been explained and put in writing.

_____ individual student(s) program(s) have been reviewed including an explanation of disabilities, accommodations and adaptations, special education, therapies and the role of the paraeducator regarding these issues.

I understand the roles and responsibilities of a paraeducator.

Paraeducator's Name: _____

Date: _____

Supervisor's Name: _____

Date: _____

Clock hours of training: _____

Introduction of Paraeducator

I acknowledge that

_____ I have been introduced to the principal and other teachers, paraeducators, and support staff.

_____ I have been given a tour of the building(s) in which I will be assigned.

Paraeducator's Name: _____

Date: _____

Supervisor's Name: _____

Date: _____

Clock hours of training: _____

Please send a copy of this record to the GST office as soon as training is completed.

The paraeducator should keep a copy for personal files.

A copy could also be offered to the local school district.

Policy and Procedures

I acknowledge that

_____ I have been given an explanation of the policy and procedures that are pertinent for my employment.

_____ confidentiality is of utmost importance and breach of it can be grounds for dismissal.

Paraeducator's Name: _____

Date: _____

Supervisor's Name: _____

Date: _____

Clock hours of training: _____

Roles and Responsibilities of the Supervisor

I acknowledge that

_____ the roles and responsibilities of the supervisor(s) have been explained.

Paraeducator's Name: _____

Date: _____

Supervisor's Name: _____

Date: _____

Clock hours of training: _____

Please send a copy of this record to the GST office as soon as training is completed.
The paraeducator should keep a copy for personal files.
A copy could also be offered to the local school district.

Optional

Inventories/Job Description

_____ I have completed a workstyle preference form and compared responses with my supervisor(s).

_____ A personalized job description has been developed with the utilization of inventories completed by the supervisor and the paraeducator.

Paraeducator's Name: _____

Date: _____

Supervisor's Name: _____

Date: _____

Clock hours of training: _____

Please send a copy of this record to the GST office as soon as training is completed.
The paraeducator should keep a copy for personal files.
A copy could also be offered to the local school district.