

## Paraprofessional Orientation Checklist

Review this checklist with your supervising special education teacher/and or principal.

Paraprofessional \_\_\_\_\_ Date \_\_\_\_\_

Special Education Teacher \_\_\_\_\_

- \_\_\_\_\_ Expectations in the resource room and in the regular education classroom
- \_\_\_\_\_ Names and educational needs of the students you will be working with
- \_\_\_\_\_ Any student medical concerns or procedures you will need to know
- \_\_\_\_\_ Any student behavior plans you should know about and your role in implementing the plan
- \_\_\_\_\_ Your daily schedule (including times for your lunch)
- \_\_\_\_\_ Students daily schedule
- \_\_\_\_\_ Any regularly scheduled meeting times
- \_\_\_\_\_ Procedures for reporting when you will be absent from work
- \_\_\_\_\_ Procedures for reporting when the students you support are absent from school
- \_\_\_\_\_ Lines of communication and authority to follow regarding school policy, cooperative policy, questions/concerns about my assignments, questions/concerns about students
- \_\_\_\_\_ Orientation to district-wide policies and procedures
- \_\_\_\_\_ The role of the paraprofessional in interactions with parents
- \_\_\_\_\_ What data you are responsible for keeping
- \_\_\_\_\_ Other duties or responsibilities of the paraprofessional
- \_\_\_\_\_ Confidentiality
- \_\_\_\_\_ Inservice requirements and resources
- \_\_\_\_\_ Cell phone policy

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Special Education Teacher Signature

(1 hour of inservice)

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Paraprofessional Signature