

# Special Education School Year Start Up Check List for Paraeducators

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## STAFFING

- Read, sign and date the [Guidelines for Maintaining Professional Conduct](#) and [Prohibition of the Use of Aversive Behavior Procedures and Intrusive Behavior Interventions](#) documents. These are available from the site administrator.
- Read, sign and date the **Roles and Responsibilities** and **Position Description** document for your position (SEA, SET, SEBT). Position descriptions can be found in The [Special Education Procedures Manual and Resources Chapter 22 - Forms/Links, Paraeducator Training Guide](#) (pages 18-27).
- Read, sign and date the **Procedures for Reporting Absences and Requesting a Substitute** document. These are available from the site administrator.
- Create a district email account. For assistance creating an account, contact the IT help desk at (619) 209-4357. Ensure that you check this email account regularly.

## SERVICE DELIVERY

- Review the site's Master Schedule of SAI Services and the para's schedule. This schedule will identify the times and locations that students are to be supported throughout the day.
- Take note of your reporting hours and breaks. Para schedules are based on the needs of the students at the site.
- Review the IEPs of the students you are supporting with the student's case manager(s).
- Discuss and establish a process for communication (with parents, general education teachers, related service providers, etc.) with a student's case manager(s).
- Discuss and establish a process for data collection and monitoring progress with a student's case manager(s).
- Participate in professional development when possible. Collaborate with the case manager(s) and the site administrator to identify and schedule opportunities.

**Contact the site's case manager(s) and/or administrator regarding questions.  
Paraeducators work directly with students, under the direction of a case manager.**