Special Education School Year Start Up
Check List for Paraeducators

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.