



KNOB NOSTER
R-VIII SCHOOL DISTRICT

PARAPROFESSIONAL HANDBOOK

THE MISSION OF THE KNOB NOSTER R-VIII SCHOOL DISTRICT IS TO PREPARE LIFE-LONG LEARNERS WHO WILL BE RESPONSIBLE, PRODUCTIVE CITIZENS.



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Introduction

Welcome to the Knob Noster R-VIII School District. As a paraprofessional you will be assisting students who have specialized learning needs in a variety of ways. Each paraprofessional has different duties and responsibilities based upon the particular needs of the students, classrooms and teachers with which they work.

Each student is unique and contributes to the overall success of the school they attend. Being a paraprofessional is an extremely important position and your work is valued. This handbook serves as a general resource, but you should feel free to ask for additional information as needed. We appreciate you and could not serve our students without you.

We thank you in advance for your dedication and service. Have a great year!

District Information

Director of Special Programs	Terri Combs	660/563-5597	tcombs@knobnoster.k12.mo.us
Process Coordinator (KNE, WE, KNHS)	Sandy Fischer	660/563-5597	sfischer@knobnoster.k12.mo.us
Process Coordinator (ECSE, KNMS)	Dan Richards	660/563-5597	drichard@knobnoster.k12.mo.us
Administrative Assistant	Katie Huntsman	660/563-5597	khuntsma@knobnoster.k12.mo.us

Occupational Therapists
Physical Therapists
Orientation and Mobility/Vision

Mid Missouri Rehab
Doug Warden and Cammie Shaffer
Sarah Perkins

Professional Expectations

Confidentiality

One of the most important aspects of ethical behavior for paraprofessionals is the handling and disclosure of confidential information about students and their families. The main Federal law pertaining to student privacy is the Family Educational Rights and Privacy Act (FERPA). Information and records covered under this act may include but not be limited to: personal and family data, evaluation and test data, psychological, medical and anecdotal reports, records of school achievement and progress reports, disability information, copies of correspondence concerning student, records of conferences with students and/or parents, and other personal data.

Discussion of personally identifiable information regarding a student in the teacher's lounge, lunchroom or any other public area is both unethical and illegal. Information about a student is confidential and should only be shared with teachers and staff who directly work with the student. Never discuss students with parents in any setting. Kindly explain that you cannot discuss the student. Even if you do not mention a student's name, talking about an incident can give identifiable information.

Paraprofessional Training

Verification of orientation training necessary for each paraprofessional to perform duties as assigned is present. Paraprofessionals who do not hold teaching certificates are required to have received initial orientation plus fifteen (15) clock hours of training during their first school year of employment. A minimum of ten (10) clock hours each year thereafter is also required.

Please use the In Service Log found in the Appendix to log and document your hours.
(State of Missouri Compliance Standards and Indicators 100.280)

Chain of Command

When the paraprofessional feels a situation requires attention, the paraprofessional should discuss the matter first with the supervising teacher. If the paraprofessional still has concerns, the next line of communication would be through the building administrator or the director of special programs.

Job Description

General

- Follow through with Individualized Education Program (IEP) objectives including math, communication arts, science, social studies, behavior and developing independent skills.
- Supervise and assist students when included into general education classes by keeping students on task, assisting with assignment sheets, taking notes and or helping students who have physical limitations participate in classroom activities.
- Work with one or more students to reinforce material initially introduced by the teacher.
- Communicate pertinent information to teachers.
- Collect data.
- Strictly adhere to confidentiality requirements regarding matters pertaining to students, parents, parent communications and/or classroom activities.
- Assist with activities of prescribed programs including those by physical therapy, occupational therapy, speech therapy, vision therapy etc.
- Assist in development of independent skills through self care activities such as toileting, clothing routines, and personal hygiene.
- Implement behavior management techniques in accordance with directions given by the supervising teacher and building administrator.
- Implement on going modifications or accommodations with teacher direction according to the student's IEP. Examples: read directions orally, scribe answers, modify tests etc.
- Other duties as assigned based on individual student needs.

In Service Log
Paraprofessional Workshop Hours

20__ - 20__

This form must be completed and returned to the Special Programs Office.

- 15 Hours required for new paraprofessionals.
- 10 Hours required for each additional year.
- Training hours waived if paraprofessional holds teacher certification.
- If you are a half-time special education paraprofessional, you just need half of the workshop hours per year.

Name: _____ School: _____

Name of Workshop or Inservice	Date	Hours

101 Ways to Praise a Child

* Wow * Way To Go * Super * You're Special * Outstanding * Excellent * Great * Good * Neat * Well Done * Remarkable * I Knew You Could Do It * I'm Proud Of You * Fantastic * Super Star * Nice Work * Looking Good * You're On Top Of It * Beautiful * Now You're Flying * You're Catching On * Now You've Got It * You're Incredible * Bravo * You're Fantastic * Hurray For You * You're On Target * You're On Your Way * How Nice * How Smart * Good Job * That's Incredible * Hot Dog * Dynamic * You're Beautiful * You're Unique * Nothing Can Stop You Now * Good For You * I like You * You're A Winner * Remarkable Job * Beautiful Work * Spectacular * You're Spectacular * You're A Darling * You're Precious * Great Discovery * You've Discovered The Secret * You Figured It Out * Fantastic Job * Hip, Hip, Hurray * Bingo * Magnificent * Marvelous * Terrific * You're Important * Phenomenal * You're Sensational * Super Work * Creative Job * Super Job * Fantastic Job * Exceptional Performance * You're A Real Trooper * You Are Responsible * You Are Exciting * You Learned It Right * What An Imagination * What A Good Listener * You Are Fun * You're Growing Up * You Tried Hard * You Care * Beautiful Sharing * Outstanding Performance * You're A Good Friend * I Trust You * You're Important * You Mean A lot To Me * You Make Me Happy * You Belong * You've Got A Friend * You Make Me Laugh * You Brighten My Day * I Respect You * You Mean The World To Me * That's Correct * You're A Joy * You're A Treasure * You're Wonderful * You're Perfect * Awesome * A Plus Job * You're The Best * A Big Hug * A Big Kiss * I Love You!

Ten Tips for Paraprofessionals

Let students make mistakes and take risks.

Everyone learns from mistakes. Let natural consequences be part of the classroom experience.

Give as few prompts as possible.

Foster independence. Limit hand over hand assistance. Give hand over hand assistance to **teach** a task, not to **complete** a task. Resist the temptation to give verbal directions for every aspect of a task.

Help students to create authentic work.

Students learn when they actively participate in assignments. Avoid completing assignments, taking tests, or answering questions for students. Show caregivers their child's genuine work and progress.

Watch your voice and volume.

Discussions with other adults or students during lecture disrupt the class. Save important discussions for the hallway.

Maintain student dignity.

Be discreet about the student's physical needs. Refrain from making comments aloud. Schedule tube feedings, splint changes, stretching and toileting between classes.

Communicate and consult with caregivers.

Listen to families and keep them informed. Some strategies that work at home can work at school.

Facilitate peer relationships.

Remind others to communicate directly with the student. Seat the student with other students in the classroom and cafeteria. Give students the space and freedom to socialize and develop friendships.

Help the classroom teacher.

Use class lectures as an opportunity to program a student's communication device or make instructional materials. Time away from the student's side promotes independence. Keep copying to a minimum.

Ask for help.

You are not alone. Ask for direction in the classroom. Request assistance with disciplinary issues. Follow curriculum modifications and accommodations specified by the teacher or student's IEP.

Enable students to make choices.

Give students the ability to control their lives and interact with the environment. Offer choices to the student, no matter how insignificant they may seem.