

Paraprofessional Orientation Checklist

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

Paraprofessional: _____ Date: _____

Special Ed. Teacher: _____

Items to be reviewed, mutually understood and written down with your supervising special education teacher and/or principal:

- _____ All of the items on the Paraprofessional Orientation Checklist for Working in Regular Education Classrooms concerning your role in the resource room.
- _____ Names and educational needs of special education students you will be working with.
- _____ Any student medical concerns or procedures you should know about.
- _____ Any student behavior plans you should know about and your role in implementing the plan.
- _____ Your daily schedule (including times for your lunch and breaks, time to complete any assigned recordkeeping).
- _____ The student(s) daily schedule.
- _____ Any regularly scheduled meeting times.
- _____ Procedures for reporting when you will be absent from work.
- _____ Procedures for reporting when the student(s) 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 school-wide rules and procedures.
- _____ The role of the paraprofessional in interactions with parents.
- _____ How and where to get needed supplies and equipment.
- _____ What records or data are you responsible for keeping.
- _____ What to do if you do not have enough to do or are concerned that you are being under utilized in the regular classroom.
- _____ Other duties or responsibilities of the paraprofessional.
- _____ Confidentiality.
- _____ Inservice Requirements & Resources

Special Ed. Teacher Signature

Paraprofessional Signature