



PARAEDUCATOR SUPPORT SERVICES SPECIAL EDUCATION

Presented by:

Meredith P. Bush
Paraeducator Supervisor

Agenda

- 01** Paraeducators: A Brief Overview
- 02** Hiring
- 03** Professional Development
- 04** Positive Performance



Paraeducators: A Brief Overview



What is a Special Education Paraeducator?


Special education paraeducators play a vital role in ensuring that students with disabilities have access to a quality education and can participate in the general education curriculum to the fullest extent possible.

Paraeducators provide students with disabilities with academic, behavioral, and social-emotional support.




Paraeducator Levels

Para I - Under the immediate supervision of an assigned school administrator and general direction of a classroom teacher, provides instructional assistance to students individually and in groups according to state standards, classroom objectives, and the individualized education program (IEP), ***including health and/or behavioral plans; provides emergency health-related assistance to students as needed.***



Para II - Under the immediate supervision of an assigned school administrator and general direction of a classroom teacher, assists in implementing instructional education programs for students who are medically fragile, with varied support needs, and performing specialized medical procedures as assigned.



Para III - Under general supervision, works one-on-one and/or in small groups with and supervises assigned student(s) who have mild to moderate and/or moderate to severe learning, emotional, physical, and/or behavioral disability(ies) in a classroom, community and/or vocational job site setting as assigned; implement behavior intervention strategies and plans of various technical complexity.

Did you know?

Paraeducators currently support over 1300 students in CVUSD

- 76 paraeducators support students in our Specialized Programs
- 160 paraeducators are assigned to students who require Intensive Individualized Support (IIS)
- 13 paraeducators are assigned to support in Learning Centers or in Specialized Academic Instruction (SAI) classrooms

	Paraeducator I	Paraeducator II	Paraeducator III
# of Positions	169	15	51
Filled	149 - Direct Hires 20 - Agency	6 - Direct Hires 9 - Agency	27 - Direct Hires 24 - Agency

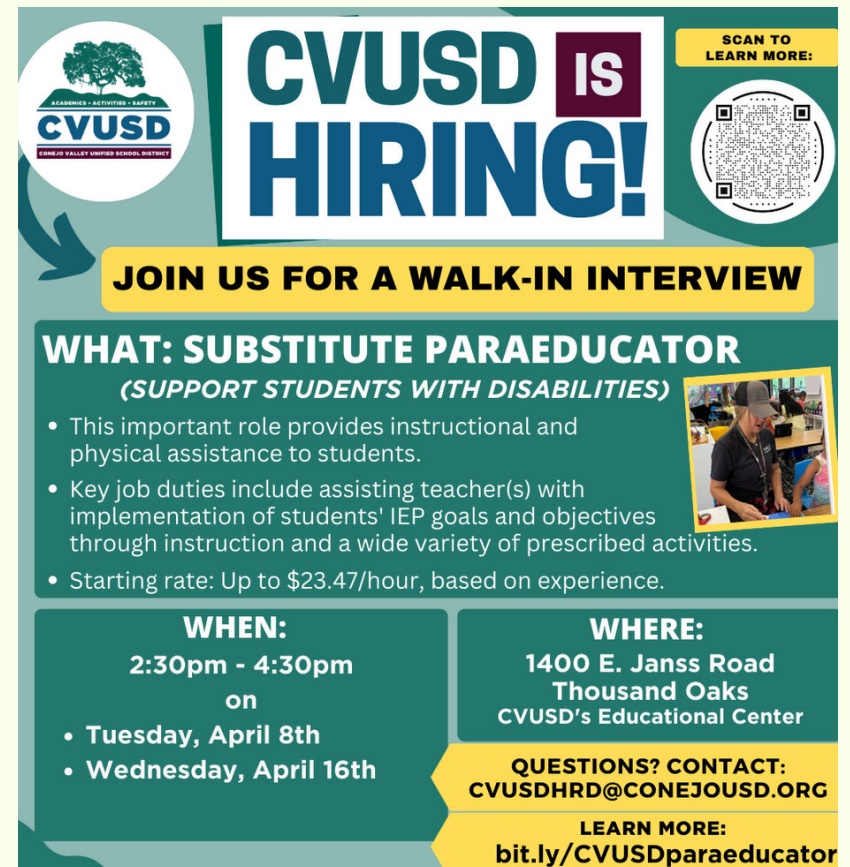
Recruitment and Hiring



Recruitment

The Special Education Paraeducator Team provides ongoing recruitment processes and outreach

- Edjoin.org
- Governmentjobs.com
- Schooljobs.com
- District Website
- Social Media
- Targeted Flyers
- Walk-In Interviews



A flyer for CVUSD hiring a Substitute Paraeducator. The flyer features the CVUSD logo (a tree and the text 'CVUSD CONEJO VALLEY UNIFIED SCHOOL DISTRICT') and the text 'CVUSD IS HIRING!'. It includes a QR code with the text 'SCAN TO LEARN MORE:'. The main heading is 'JOIN US FOR A WALK-IN INTERVIEW'. Below this, it says 'WHAT: SUBSTITUTE PARAEDUCATOR (SUPPORT STUDENTS WITH DISABILITIES)'. A list of bullet points describes the role: 'This important role provides instructional and physical assistance to students.', 'Key job duties include assisting teacher(s) with implementation of students' IEP goals and objectives through instruction and a wide variety of prescribed activities.', and 'Starting rate: Up to \$23.47/hour, based on experience.' There is a small photo of a paraeducator working with a student. The flyer also specifies the 'WHEN:' (2:30pm - 4:30pm on Tuesday, April 8th and Wednesday, April 16th) and 'WHERE:' (1400 E. Janss Road, Thousand Oaks, CVUSD's Educational Center). At the bottom, it provides contact information: 'QUESTIONS? CONTACT: CVUSDHRD@CONEJOUSD.ORG' and 'LEARN MORE: bit.ly/CVUSDparaeducator'.

CVUSD IS HIRING!

SCAN TO LEARN MORE:

JOIN US FOR A WALK-IN INTERVIEW

WHAT: SUBSTITUTE PARAEDUCATOR
(SUPPORT STUDENTS WITH DISABILITIES)

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Selection and Hiring

Examination

CDE ESSA compliant Paraprofessional Assessment Exam	Technical General Assessment + ESSA compliance	Structured Oral Panel for placement on Eligibility List
Paraeducator I Paraeducator II	Paraeducator III	Paraeducator I Paraeducator II

Hiring and Interviews

- Interview questions are related to the paraeducator level for which the candidate is applying.
- A team of interviewers are on the panel.
- Candidates are ranked, and possible job offerings are determined based on student and placement needs, as well as overall fit.

Paraeducator Professional Development



Paraeducator Professional Development

Before entering the classroom:

- Onboarding orientation with the paraeducator supervisor includes:
 - Definition of the role of paraeducator
 - Job expectations
 - Safety and risk management
 - Specific assignment/s
 - Navigating district procedures
 - Shadowing a tenured paraeducator

Online courses:

- Vector solutions include:
 - Child Abuse
 - Child Molestation Prevention
 - Anti-Harassment

Agency-hired paraeducators:

- Receive training from their agency during their onboarding

Conejo Valley Unified
School District
Paraeducator Onboarding




Paraeducator Guide


Easy to access information regarding:

- Paraeducator Expectations
- Break Schedule Information
- Summary of Paraeducator Levels
- Reporting Absences
- Reporting Work Injuries

CONEJO VALLEY UNIFIED SCHOOL DISTRICT PARAEDUCATOR GUIDE



Checking in at Your Assigned School Site



Upon arrival, paraeducators are to report to the office and sign in. Paraeducators are to inform the office manager of their employment status. (Example: New employee, district substitute, or with agency.)

****If the paraeducator and school site are unsure of the assignment, please contact Draylen Curtis at (805) 660-7950****

PARAEDUCATOR EXPECTATIONS

Paraeducator Role


- Monitor and assist students during teacher-directed, whole-class instruction.
- Monitor and support students during independent work or cooperative learning activities under teacher instruction.
- Provide follow-up instruction after teacher-directed instruction.
- Monitor students in various settings such as the playground, cafeteria, hallway, and bus loading area.

Working with the Teacher

- It is essential to recognize the teacher as the leader of the classroom.
- They are responsible for planning instruction for their classroom and understanding the individual needs of each student in their classroom.

Communicating with Parents

Paraeducators are often a point of contact for parents. It is important to remember that any questions or concerns from parents regarding their child should always be directed back to the teacher.



The school administrator or teacher will provide a break schedule.

Key things to remember regarding breaks:

- Paraeducators who work 3.0 – 4.5 hours are entitled to one 15-minute break.
- Paraeducators who work 5.5 hours are entitled to a 30-minute lunch break but are not required to schedule a lunch break.
- Paraeducators who work 6.0 hours are required to schedule a 30-minute lunch break and are entitled to a 15-minute break.

****Paraeducators may not leave early in place of taking a lunch break****

Summary of Paraeducator Levels

Para I - Under the immediate supervision of an assigned school administrator and general direction of a classroom teacher, provides instructional assistance to students individually and in groups according to state standards, classroom objectives, and the individualized education program (IEP), including health and/or behavioral plans; provides emergency health-related assistance to students as needed.

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****It is important to remember that all paraeducators work as a team.****

Reporting Absences

Absences must be reported as soon as possible to minimize disruption in the classroom and students' routines.

District Staff

- Notify your direct report (office manager or school administrator)
- Notify Draylen Curtis via email at DDCurtis@cvsd.org or by phone office: (805) 497-9511 ext. 3341 Cell: (805) 660-7950.
- Enter absence into Frontline

Agency Staff

- Please notify your agency representative
- Notify your direct report (office manager or school administrator)
- Notify Draylen Curtis via phone at (805) 660-7950

Reporting Injuries

District staff are to report injuries to the school administrator, who will provide the telephone number for the district nurse.

Agency staff, please contact your agency representative regarding injuries.

Technology Use

Monitoring students requires a paraeducator's full attention. It also sets an example for the students and allows them to see you are fully present.

- Technology should only be used to support students.
- Personal cell phones should never be used while on duty.

Concerns

For student or classroom concerns please meet with the teacher.

For additional concerns, please contact your school administrator or paraeducator supervisor.

Paraeducator Supervisor, Meredith Bush
mbush@cvsd.org or call (805)497-9511 ext. 3342



**THANK YOU FOR SUPPORTING THE STUDENTS OF
CONEJO VALLEY UNIFIED SCHOOL DISTRICT**

Professional Development

- Welcome Back Professional Development
- Group training topics:
 - *How to be an Effective Paraeducator*
 - *Understanding Prompting and Inclusion*
 - *Strategies for Support*
 - *Reinforcement, Social-Emotional Learning, and Understanding Operational Definitions*
 - *School Safety and Professionalism*

Individual sites may provide additional training based on site needs.



Positive Performance



Positive Performance

Keys to encouraging positive performance:

- Professional Development
- Paraeducator Check-ins
- Evaluations
- Advancement Opportunities
- Recognition



Professional Development

Professional development increases paraeducators' knowledge and skills, as well as providing opportunity for feedback.



Paraeducator Check-Ins

Check-ins include both informal feedback and formal observations.



Evaluations and Advancement Opportunities

Evaluations

Paraeducators receive an annual performance evaluation that allows the supervisor and paraeducator to review achieved goals, identify areas of improvement, and review expectations.

Advancement Opportunities

Paraeducators Level I and Level II who would like to advance to higher paraeducator levels will need to complete the following process:

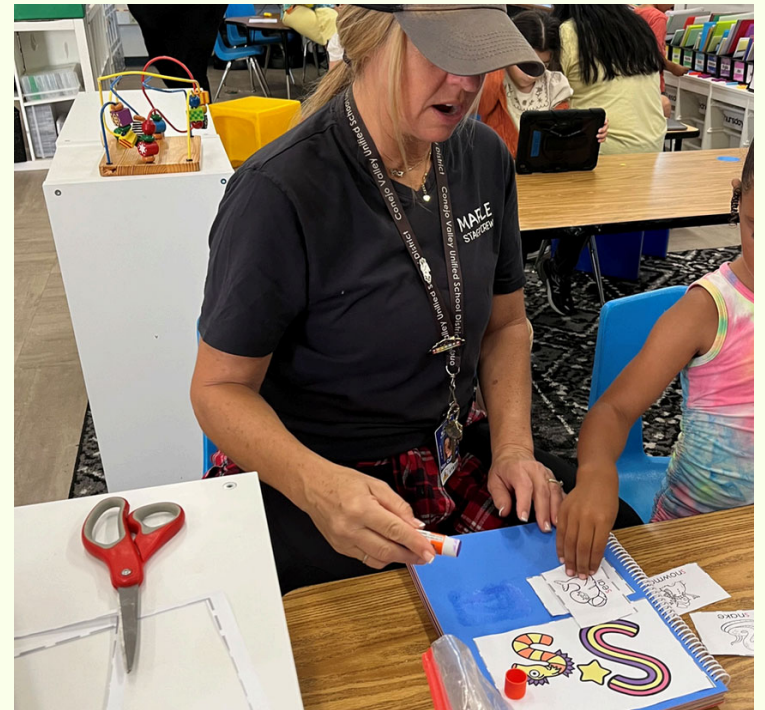
- Apply on CVUSD district website
- Pass the initial assessment
- Participate in a panel interview
- Be interviewed by the Paraeducator Supervisor

Providing Optimum Support

Providing support to paraeducators increases morale while decreasing absences, injuries, and burnout.

Specialized programs are staffed based on the classroom make-up including the number of students and the students' needs.

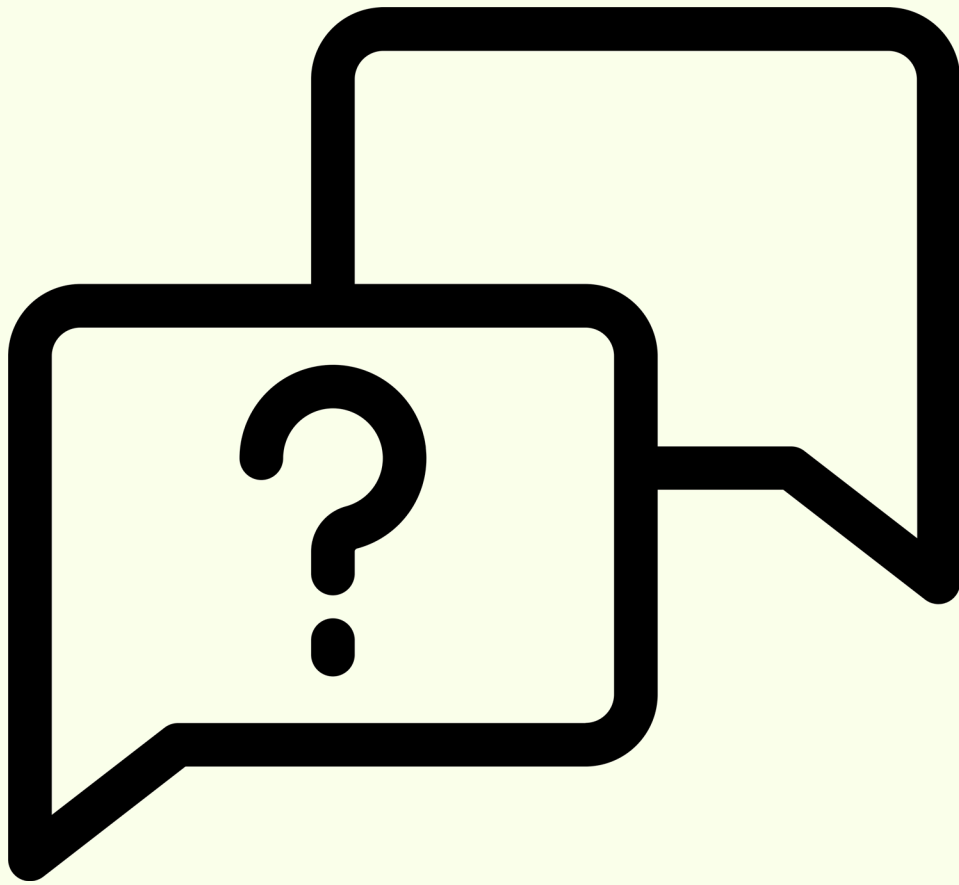
Ongoing evaluation of adult-to-student ratios in classes supports students' needs while focusing on increasing student independence.



Recognition

The Special Education Department recognizes paraeducators' roles in the classroom and appreciates their dedication to supporting CVUSD students.





Thank You