



# Tips and Reminders for Paraprofessionals

The following tips and reminders will help you have an enjoyable and successful experience as a paraprofessional.

## BEFORE ASSIGNMENT

### BEFORE YOU ARRIVE

- In the event you are unable to report to your scheduled assignment, you must call ESS and the school.
- Always dress professionally, wearing clean and neat attire.
- Review the school's emergency evacuation and classroom lockdown procedures.
- Arrive at your assigned school early enough to sign in at the main office, receive the information necessary for the day, and prepare for your assignment.

### WHEN YOU ARRIVE

- Upon arrival, all paraprofessionals must wear identification badges and bring copies of their credentials.
- Introduce yourself to the school's secretary, principal (if available), and other staff in nearby classrooms to your assignment.
- Prepare and organize materials to support teaching and learning as directed.

## DURING ASSIGNMENT

### DIRECTION

- Welcome students as they enter the classroom in a professional, caring manner. Treat them with respect.
- Speak clearly and project your voice so students can hear and understand you.

### ACTIONS

- Follow the classroom teacher's expectations and procedures.
- Circulate through the classroom to maintain control and assist students.
- Supervise students at all times. Students should never be left unattended.
- Under teacher direction, assist in prompting, cueing, and redirecting student attention.
- Perform clerical and monitoring tasks, such as inventory of supplies or preparing instructional materials, assigned by the classroom teacher.
- Under teacher supervision and as directed by a member of the educational team, assist in implementing behavior management plans and provide feedback.
- Provide healthcare assistance in accordance with the classroom teacher and/or school nurse.
- Transfer students to and from mobility devices as directed by the classroom teacher and/or school nurse.
- Assist students with toileting, personal care, and feeding as directed.
- Assist certified staff in monitoring students on the school bus and/or assist students with boarding/ departing from the bus as directed by the classroom teacher and/or school nurse.
- Help students with assistive technology under the direction of the classroom teacher, school nurse, and/or other related service providers.
- Assist the classroom teacher with following district policies that protect the safety, health, and well-being of students, staff members, and the learning environment.

### BEHAVIOR

- Maintain classroom control at all times. Remain professional and keep emotional control. Never use inappropriate language, even during frustrating and stressful situations.
- Never confront or threaten a student in front of other students. Isolate the student and address the issue individually.
- Never call students an inappropriate name or tell them to "shut up." Remain professional at all times.
- Telling inappropriate stories, gossip, or jokes; socializing with students during and/or after school hours; sharing personal information; or using inappropriate language in the school and classroom is strictly prohibited.
- Follow the district's and school's policies on the acceptable use of cell phones, school computers, and Internet/Intranet. Do not use your cell phone in the classroom or use school computers for personal business.
- Be aware of appropriate physical contact with students. There may be unique situations with younger students, i.e. grades Pre-K to 2nd, and students with special needs that may require "limited physical assistance" provided by the paraprofessional.

## AFTER ASSIGNMENT

- Leave the classroom in the same or better condition than you found it. Return all teaching materials that were provided to you.
- Sign out at the main office or designated location and adhere to the established sign-out procedures.