



Northern Lights Special Education Cooperative

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Paraprofessional Roles and Responsibilities

It is the role of the paraprofessional to assist the teacher and allow for a more effective utilization of the teacher's abilities and professional knowledge. It is the teacher's responsibility to assure that students are moving toward the achievement of individualized goals and objectives and to provide leadership to the paraprofessional who assists in the endeavor.

Teachers plan, evaluate, establish and create. Paraprofessionals observe, record, implement and reinforce. What follows are not exhaustive lists, but should serve as a general indication of the responsibilities of the paraprofessional and activities in which they should or should not be engaged.

Supervising Teacher	Paraprofessional
Diagnose educational needs	Scores and compiles data associates with <i>informal</i> assessments
Plans instructional programs	Assists with the planning process: copies, transcribes, files, etc.
Grades student performance	Checks and scores student work
Takes responsibility for instruction of new concepts, skills, and each new classroom activity	Reinforces and reviews concepts and skills. Assists students in performing activities initiated by the supervising teacher
Revises instructional programs	Monitors student progress in instructional programs and relates findings to teacher
Designs and adapts instructional materials	Helps construct instructional material created by teacher
Designs and implements behavioral intervention plans	Monitors and reinforces student performance during behavioral interventions by observation, data collection, compilation and record keeping
Responsible for behavior management/discipline	Manages behavior following techniques and procedures established by teacher
Directs (and assists) with activities meeting the physical needs of students such as feeding, toileting, dressing and catheterization	Assists with the physical needs of students such as feeding, toileting, dressing and catheterization
Attends in-service workshops	Attends professional develop meetings for paraprofessionals
Communicates with parents	Communicates with teacher

Supervising Teacher	Paraprofessional
Develops and implements classroom integration activities and strategies	Demonstrates knowledge of the curriculum content for classes in which s/he assists
Coordinates and participates in IEP meetings and parent meetings	Participates in IEP or parent meetings at the team's request
Manages the classroom	Manages students during times when the teacher is involved in the regular performance of professional duties or has a logical emergency reason for being out of the classroom; plays a supportive management role when teacher is present
Plans and implements transition services and activities	Supports and assists students involved in transition activities as instructed by teacher
Supervises paraprofessionals and volunteers	Assists with lunchroom, recess and bus activities

Looked at another way.....here are some recommendations of what a paraprofessional may do and what they should not be expected to do:

Sped Paraprofessionals <i>may</i>:	Sped paraprofessionals <i>may not</i>:
Be left alone in a classroom in a planned way, when the supervising teacher is called away	Be used as a substitute for certified teachers unless the paraprofessional is certified
Work without supervision with individuals or groups of students on concepts introduced by the teacher	Teach completely new concepts and skills
Have specific instructional and management responsibility for students with disabilities	Be given primary responsibility for working with individual students
Be involved in student staffings	Be assigned to attend student staffings
Be used to support inclusion of students in the general ed. classes	Used to teach curriculum content to students without disabilities or be given primary responsibility for content for student with disability
Be assign record keeping tasks related to classroom management and assignments	Carry out clerical responsibilities or duties for nonspecial education staff
Assist in supervising assemblies and group field trips. Take individual students with disabilities on school related job interviews or work sites	Take full responsibility for supervision of field trips or be assigned non-teaching activities usually assigned to teachers
Observe, record or chart student behavior	Design or establish behavior plans or class activities

April 2015