

Overview

Considerations for Administrators in Supporting and Supervising Special Education Paraprofessionals

Purpose of this Training:

The purpose of this training is to provide school administrators the information they need to guide the work of special education paraprofessionals in a manner that supports the best outcomes for students with disabilities in Pennsylvania's schools.

This training will describe the types of paraprofessionals in use in PA, regulations regarding paraprofessional qualifications and the role of paraprofessionals supporting students with disabilities. This training is designed for school administrators who are charged with hiring, monitoring, supervising, or training paraprofessionals directly, or who supervise teachers who work with special education paraprofessionals.

There are four separate sections to this training package:

- Introduction
- Laws, Regulations and Standards Related to Paraprofessionals
- Supervision, Policies, Team Roles and Ethical Considerations
- When and How We Use Paraprofessionals

You may choose to proceed through the training in order all at once over the course of a day or more. Or, you may prefer to complete each section one at a time. These materials are designed to be used either way.

Outcomes:

The school leader will:

- Identify key laws and regulations related to employment and utilization of special education paraprofessionals in Pennsylvania
- Describe the role of school administrators in guiding classroom team members to build their skills, to understand their specific roles, and carry out their responsibilities in supporting students with disabilities
- Explore how paraprofessionals can be assigned and utilized in a manner that supports current best practice in the field.

Training Guide

Topic	Slides	Time Needed	Activities	Materials
Introduction <ul style="list-style-type: none"> • What is a Special Education Paraprofessional? • Why This Matters 	1-10	20 minutes		<ul style="list-style-type: none"> • PowerPoint Handout • Overview Handout
Laws, Regulations and Standards Related to Paraprofessionals <ul style="list-style-type: none"> • Laws and History • Credential of Competency • Training Resources 	11-32	25 minutes		<ul style="list-style-type: none"> • FAQ • Credential of Competency for Special Education Paraeducators • CSPG
Supervision, Policies, Team Roles and Ethical Considerations <ul style="list-style-type: none"> • Assessing the Administrator's Knowledge of Paraprofessional's Role • Preparing the paraprofessional • Supervision and feedback for classroom team members 	33-47	20 minutes for the PPT slides plus articles and activities 15 Minutes 15 minutes 20 minutes 20 minutes	<ul style="list-style-type: none"> • Administrator's Review of Systems and Supports for Paraprofessionals • Paraprofessional Training Needs Tool • Article - The Distinction in Roles of Paraeducators and Teachers NRCP • Article - Managing by Walking Around 	<ul style="list-style-type: none"> • CSPG • Para/Partner team Training Package • Administrator's Review of Systems and Supports for Paraprofessionals (PaTTAN) • Paraprofessional Training Needs Tool (PaTTAN)
When and How We Use Paraprofessionals	48-71	45 minutes for PPT slides plus article 20-30 minutes	<ul style="list-style-type: none"> • Golden Rule Article 	<ul style="list-style-type: none"> • PEAL Insert • Supplementary Aids and Services Factsheet • SLNA Item 7.4 • Working with Paraprofessionals (Giangreco) • One-to-One Paraprofessionals for Students With Disabilities in Inclusive Classrooms (Giangreco)