

# Para Orientation -

# New and Substitute Paras



*(Add your District Logo)*

**To:           Substitute Paraprofessionals**

**From:        Special Services**  
**Personnel Department**

**RE:           Paraprofessional Orientation PowerPoint**

\_\_\_\_\_ School District recognizes the need for substitute paraprofessionals in the district and relies on your services to offer what is best for our students who need support in classrooms. We would like to encourage you to view a power point presentation named **Paraprofessional Orientation**. This power point offers you “need to know” information on emergency procedures, building orientation, roles and responsibilities, confidentiality, vulnerability, and reportability, among other things, to begin meeting the needs of the students with whom you work with.

This power point is housed in each school building across the district. Please ask either the building Principal and/or the building need assistance in getting set up on the computer or if you have questions about the content of the presentation, please ask the building lead special education teacher.

Once you have viewed the **Paraprofessional Orientation** presentation please fill out the verification form and have the principal/lead special education teacher sign it to verify that you have read and understood the information. It is your responsibility to return this form to the Personnel Office for their records.

Thank you for taking the time to view the power point presentation. It is critical information that each paraprofessional should know. Your knowledge of this important information will protect both you and the students you serve.

Thank you for your cooperation on these important matters.

**Paraprofessional Orientation: Do No Harm**

**Verification of Understanding**

Substitute Paraprofessional Name \_\_\_\_\_

Building where Paraprofessional Orientation was viewed \_\_\_\_\_

Date Reviewed \_\_\_\_\_

_____ School District - <u>Paraprofessional Orientation: Do No Harm</u>
_____ Directing Teacher or Principal Signature
_____ Date

Please send Verification Form to Personnel Office, District Center, Attention: \_\_\_\_\_

To: Building Principals

From: Special Education / Personnel Department

Re: New Paraprofessional Orientation Power Point

- Attached is the Orientation for Paraprofessionals Power Point.
- We need each new paraprofessional hired after Oct. 1, 2004 and long-term substitute paraprofessional who is in your building review the Power Point with you and / or the supervising teacher.
- It is important to discuss building procedures with the paraprofessional as well, so they are clear on expectations and procedures your school follows.
- Attached is a Certificate of Participation form to verify this training has occurred with each new/long-term sub paraprofessional.
- We have taken the time to train any new paraprofessionals that were hired at the beginning of the school year.

If you have any questions please contact your building Special Education Coordinator.

Thank you for doing this at your building.



**White Bear Lake Area School  
Certificate of Participation**

This certifies that

\_\_\_\_\_ Has participated in the following

In-service: Paraprofessional Orientation

Presenter: **Powerpoint**

Date: \_\_\_\_\_

\_\_\_\_\_ Understanding of the distinctions between roles and responsibilities of professionals, paraprofessionals, and support personnel. (1.2)

\_\_\_\_\_ Knowledge of relevant laws, rules, regulations, and local district policies and procedures to ensure paraprofessionals work within the parameters. (2.1)

\_\_\_\_\_ Ability to use ethical practices for confidential communication about students. (2.1)

\_\_\_\_\_ Principal signature

\_\_\_\_\_ Date



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**Certificate of Participation**

This certifies that

\_\_\_\_\_

has participated in the following course/presentation listed below:

Name of Course:

Presenter:

Date: Clock Hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff Development Coordinator/Principal

\_\_\_\_\_  
Date