Guidelines for the Paraeducator

I. Preparation for Instructional Delivery
   1. Learn the proper pronunciation of the student's name.
   2. Learn about the student's interests, goals, academic, and emotional needs.
   3. Be familiar with the lesson in advance of the instructional session.
   4. Request that the teacher model and/or explain the activity.
   5. Organize necessary instructional materials.
   6. Prepare location for instructional session.
   7. Prepare the student for instruction.

II. Appropriate Attitude
   1. Meet the student in a relaxed, friendly manner.
   2. Set an example by being courteous and respectful.
   3. Be supportive and provide encouragement.
   4. Communicate that learning is an important and worthwhile task.
   5. Maintain a sense of humor.

III. Delivery Skills
   1. Start promptly at assigned time.
   2. Follow the schedule of activities established by the teacher.
   3. Follow instructions for delivery as outlined by the teacher. When unsure about task, ask the teacher.
   4. Set realistic expectations for the student so he/she will experience success.
   5. Utilize questioning techniques that require more than "yes" or "no" answers.
   6. Learn to listen to the student, giving the student your full attention.
   7. Pay attention to non-verbal cues exhibited by the student.
   8. Give feedback to the student about his/her performance.
   9. Utilize reinforcement procedures that are motivating for the student.
  10. Follow the plan for dealing with student’s behavior.
  11. Be consistent, follow rules, and provide structure.
  12. Use student’s time effectively.
  13. Close the lesson.

IV. Record Keeping
   1. Maintain accurate records of the student's performance on each session.
   2. Report any concerns or observations to the teacher.
   3. Respect confidential information about the student.