Checklist for Paraeducators in Preparing, Implementing, and Evaluating Instructional Sessions

Preparing for the Instructional Session

1. Have I reviewed the instructional plan? yes no
2. Do I feel adequately prepared to use the instructional techniques? yes no
3. Do I know how to begin the session? yes no
4. Do I know what to do when the student responds appropriately? yes no
5. Do I know how to handle inappropriate responses? yes no
6. Am I prepared for off-task behavior? yes no
7. Do I understand the recording procedure? yes no
8. Do I have the materials ready? yes no
9. Do I know how to handle the materials? yes no
10. Do I have the site arranged efficiently? yes no
11. Is the site comfortable for the student and me? yes no
12. Do I know how to conclude the session? yes no

Implementing the Instructional Session

1. Did I use the instructional plan effectively? yes no
2. Did I use the materials efficiently? yes no
3. Did I practice appropriate instructional techniques? yes no
4. Did I maintain accurate records of student’s behavior? yes no
5. Did I arrange the site and materials appropriately? yes no
6. Did I ask the supervisor to clarify any questions I had? yes no
7. Did I have the student’s attention? yes no
8. Did I establish rapport before beginning? yes no
9. Did I give clear directions? yes no
10. Did I model the procedure for the student to follow? yes no
11. Did I give appropriate feedback to the student? yes no
12. Did I ask open-ended, sequential questions? yes no
13. Did I encourage the student to work independently? yes no
14. Did I reinforce the student effectively? yes no
15. Was I enthusiastic about the instructional activities? yes no

Evaluating the Instructional Session

1. Was the student able to perform the task? yes no
2. Did the student have the prerequisite information to succeed? yes no
3. Was the student motivated to perform successfully? yes no
4. Did the student appear to be interested? yes no
5. Did the student exhibit inappropriate behaviors? yes no
6. Have I recorded behavioral observations about the student? yes no
7. Have I completed the record of the student’s performance? yes no
8. Am I ready to evaluate the session with my supervisor? yes no

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