



**Para Name:** Suzanne Brown      **Contact Number:** \_\_\_\_\_

**Date:** 9/10/09   **School:** ACCS Elem and ACCHS   **Teacher(s)** Watkins and McGuire

**Current Number of Paras:** 4/6   **Number of special education children currently serving:** 6/20

**Brief description of the classroom/program makeup: (disabilities, curricular needs, etc.) and job duties:**

Elem: Provide reading and math assistance to the First grade classes. Focus is on three students with reading difficulties-provide instruction using reading curriculum and one student with math needs in the regular education class.

HS: Provide inclusion services in Biology by taking notes for students and reading material in class.

Monday: assist SW with MT and behavior issues

Tuesday: assist a reg. ed. Student in math-18 week intervention

Wed.: Job Skills with a student in lunchroom

Thurs: provide study skills (read tests, assist with homework)

Friday: Nothing

Inclusion services in math: take notes and keep students on task, assist with homework

Study Skills: work on getting homework completed and work on alternative math skills.

Time	Para Location	Para Duties/Students being served (include only IEP requirements)	Required by IEP? Y/N
7:50	ACCS Elementary	Assist DS off of the bus. Walk to class & assist in hanging up coat	N
8:00	ACCS Elementary	Work with DS, CB, and JT on Reading Mastery Lesson	Y
8:30-9:30	ACCS Elementary	Provide inclusion for JT in Regular Education classroom for Math	Y
9:50-10:30	ACCHS	Inclusion services in Biology class with SB, TD, ME	Y
10:45-12:00	ACCHS	Assist SW group on Monday Tuesday help student with intervention Wednesday assist with job skill for TY Thursday study skills for:LL, TY, TD Friday break	Y N Y Y N
12:00-12:30	ACCHS	Lunch	Y
12:30-1:20	ACCHS	Math class-inclusion with LL, TY, SM, SS	Y

1:30-2:20	ACCHS	Math class inclusion with ME, TD	Y
2:20-3:15	ACCHS	Study Skills for TD, SM, JJ	Y

**Attach all relevant schedules: teacher and other paras using same format as above**

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Keystone Admin

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Building Principal

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SPED Supervisor

Example