

# Para Educator Expectations

The following are expectations for all para educators:

- ✚ **Be on time!** Know your duty hours and locations and be there (dressed appropriately). Follow the schedule as assigned.
- ✚ If you are going to be absent, call **as soon as you know**.
- ✚ Use **good communication skills** with everyone! Be courteous and go about your work with a positive demeanor! You are part of an important team.
- ✚ **Treat all people with dignity and respect.** Follow the chain of command. Accept corrections, reassignments, suggestions, etc. with poise. Remember, it is about what is best for students.
- ✚ Always respect the **confidential nature of our work**.
- ✚ **Implement assigned activities** in a thorough and enthusiastic manner.
- ✚ Para educators are to be **actively engaged with students** while assigned to them, in the same room with them, and doing the assigned work. Leave personal issues at home. Use your phone **only** during personal time...lunch, break.
- ✚ **Follow directions** for direct and independent work (centers/assigned tasks by special ed teacher and general ed teachers).
- ✚ **Talk to teacher and DOCUMENT** when a student struggles with an activity. Tell how they struggled.
- ✚ If a student has down time after getting assigned work completed: fill in documentation, review skills that they are able to do successfully and review skills they continue to struggle with.
- ✚ Follow the **guidelines** set forth by the special education teacher. Know **expectations!**
- ✚ If a **student is absent**: check in with the special education teacher for additional coverage of students needed, prep work that must be completed, and additional support in the resource rooms.
- ✚ If a student has a "**melt down**" or refuses to complete/do assigned task, **DOCUMENT** the actions of the student/what it was for/how long it lasted.
- ✚ Know and follow The Keystone Policies and Procedures Handbook/Para Addendum.

I have read and discussed the above expectations with staff. Failure to comply could result in corrective action &/or dismissal.

\_\_\_\_\_  
Asst. Director Signature

\_\_\_\_\_  
Date

By signing and dating this document, I acknowledge the understanding of the expectations as explained and understand that I am expected to follow them at all times during the school day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date