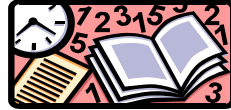


Effective Paraeducators
How to be a Great Aide not a Band-aid



Inservice 15 hours
Instructor Mary Galac

Welcome (week one)

Outcome	Assessment	Activity	NYS Standard	Time
1.Students will decide from a list of topics the possible objectives they want to learn	Post to welcome on discussion board	Introduction and posting of their review of objectives.	NA	30 min
<p><u>Paraducators Role</u></p> <p>2. The students will classify the skills that a paraeducator has in the classroom as compared to the teacher.</p> <p>3. The students will distinguish the roles and responsibilities of paraeducator and the teacher.</p>	Post to job description on discussion board	<p>Readings- Posting Written response to job descriptions</p> <p>Posting-Create a job description</p>	Career Development & Occupational Studies Standard 4-Identify procedures within their scope of practice and job description and perform them accurately and in a timely fashion.	2 ½ hrs.

Week 2

Outcome	Assessment	Activity	NYS Standard	Time
4. The students will list, prioritize, and explain appropriate personality traits for paraeducator.	Post to Journal 1 on discussion board	Posting -Journal entry about personality traits	Career Development & Occupational Studies Standard 3 Demonstrate an understanding of the relationship between individuals and society and interact with others in a positive manner	1 hr
<u>Ethics/Confidentiality</u> 5. The students will explain and create ethical guidelines for paraeducator in an educational setting.	Post to code of ethics on discussion board Post in group discussion area	Posting -Create a code of ethics Form groups- Group review on ethics- post group answer	Career Development & Occupational Studies Standard 4 Demonstrate professional, ethical, and logical responsibility toward customers.	2 hr.

Week 3

Outcome	Assessment	Activity	NYS Standard	Time
<p><u>Confidentiality</u> 6. The students will examine confidentiality and reflect on its importance.</p>	<p>Post in group discussion area.</p>	<p>Group discussion about confidentiality- Post group response</p>	<p>Career Development & Occupational Studies Standard 4 Demonstrate how to interact effectively and sensitively with others.</p>	<p>30 min</p>
<p><u>Social Skills</u> 7. The students will explain why it is important to demonstrate appropriate social skills. 8. Students will describe and list what appropriate social skills are 9. Students will create a social skills guideline for paraeducators</p>	<p>Chat</p> <p>Post to Journal 2 on discussion board</p> <p>Post to Guidelines on discussion board</p>	<p>Reading-post response to Social Skills</p> <p>Posting-Journal entry of case study</p>	<p>Career Development & Occupational Studies Standard 3 Demonstrate an understanding of the relationship between individuals and society and interact with others in a positive manner.</p> <p>ELA Standard 4 Express their thoughts and views clearly with attention to perspectives and voiced concerns of others in the conversation.</p>	<p>1 hr.</p> <p>1 hr.</p>

Week 4

Outcome	Assessment	Activity	NYS Standard	Time
<p><u>Effective Communication Skills</u></p> <p>10. Students will explain what a good listener does; how they show that they understand the message from the speaker, and send encouragement to the speaker.</p> <p>11. Students will recognize a listening skill that they can improve on and practice that skill and acknowledge the outcome</p>	<p>Post to Communication on discussion board</p> <p>Post to Journal 3 on discussion board.</p> <p>Post to Top Ten on discussion board.</p>	<p>Reading and posting written response to Communication Skills</p> <p>Posting Journal entry-case study</p> <p>Reading- Listening Top Ten -Post to discussion board</p>	<p>Career Development & Occupational Studies Standard 3 Demonstrate the ability to work with others, present facts that support arguments, listen to dissenting points of view, and reach a shared decision.</p> <p>ELA Standard 4 Express their thoughts and views clearly with attention to perspectives and voiced concerns of others in the conversation.</p> <p>Career Development & Occupational Studies Standard 4 Demonstrate how to interact effectively and sensitively with others</p> <p>Standard 3 Demonstrate an understanding of the relationship between individuals and society and interact with others in a positive manner.</p>	<p>1-2 hr</p> <p>30 min</p>

Week 5

Outcome	Assessment	Activity	NYS Standard	Time
<p><u>Special Education</u> 12. Students will be able to match the special education labels to a definition.</p>	<p>Quiz (not the celebrity)</p>	<p>Reading Quiz on Special education definitions Posting of journal entry</p>	<p>ELA Standard 2 Analyze, interprets, and evaluate information, ideas, organization, and language from academic and nonacademic texts, such as textbooks, public documents, book and movie reviews, and editorials.</p>	<p>1-1/2 hr</p>
<p><u>Strategies/Accommodations</u> 13. Students would describe 5 specific strategies for accommodations that could be utilized in the classroom and what type of student they could use it with. 14. Students will identify strategies for motivating student thinking and learning.</p>	<p>Post to Strategies & Applications on discussion board.</p>	<p>Reading Post response to 5 strategies</p>	<p>Career Development & Occupational Studies Standard 4 Demonstrate how to interact effectively and sensitively with others Standard 3 Demonstrate an understanding of the relationship between individuals and society and interact with others in a positive manner.</p>	<p>1-1/2 hr</p>

Week 6 -Final Week

Outcome	Assessment	Activity	NYS Standard	Time
<p><i>Personal Reflection</i> 15. Students will reflect and make personal recommendations on how they could become more effective paraeducators.</p>	Post to Journal 4 on discussion board	Posting to Journal entry-predicting your job in the future.	ELA Standard 4 Express their thoughts and views clearly with attention to perspectives and voiced concerns of others in the conversation.	45 min
	Post to evaluation on discussion board	Post evaluation		15 min