

Training Teachers/School Professionals to Supervise Paraeducators

For states, districts, and schools to prepare teachers and other school professionals to supervise paraeducators.

Description:

The **Paraeducator Supervision Academy (PSA)** is typically a two day training that provides the attendees background information on the roles and responsibilities of paraeducators and teachers, legal, liability, and ethical issues, providing orientation and training, planning for paraeducators, delegating appropriately, managing the program so there is time to supervise, and handling meetings, communications and conflicts.

Each day of training consists of about 7.5 hours. So a typical schedule goes from 8:30-4:00 and includes one hour for lunch.

In PSA, participants explore the value of employing paraeducators, the roles and responsibilities of paraeducators as well as certain liability and ethical issues. Participants work through a series of tools that help them (1) establish good supervisory relationships; (2) assess their own work styles and preferences as well as reflect on their own personal supervisory skills; (3) develop work schedules and instructional plans for paraeducators; (4) identify training topics for paraeducators through needs assessment; and (5) use monitoring and feedback techniques to improve the job performance of paraeducators.

For **PSA**, each participant receives a folder with a workbook containing copies of the presenter's slides, a set of worksheets, several journal articles and directions on how to access worksheets they can use with paraeducators as is or modify at will.

Textbooks are not included in the training package, but are recommended. *Managing Paraeducators in Your School* by Nancy French may be purchased in advance through Corwin Press, www.corwinpress.com or through Amazon www.amazon.com for \$33.95 / copy plus shipping or (with advance notice) we can make them available at the training site for about \$32.00 each.

Results:

PSA also helps participants to:

- Use proven team management skills that keep the teacher- paraeducator team working to capacity!
- Communicate expectations and give meaningful feedback.
- Inspire team members to do their best work
- Give purpose and meaning to team meetings
- Motivate team members to deal effectively with challenges and problems!

Cost:

Price: \$3,500 includes two days of training and travel expenses.

A condensed one-day version of PSA is available. Call or e-mail for details.