

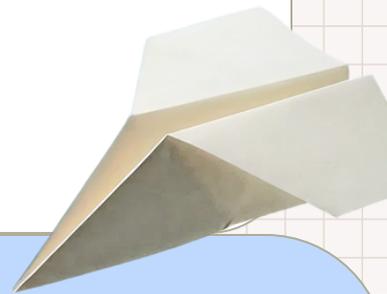


**THE NATIONAL ASSOCIATION OF
SPECIAL EDUCATION TEACHERS (NASET)**



CERTIFICATION HANDBOOK

**Paraprofessional Skills Preparation
Program (PSPP)
25 study hour credits**



*Receive a digital certificate and a hard copy
certificate upon completion*

ENROLL TODAY

Paraprofessional Skills Preparation Program (PSPP)

Handbook

The Pressing Need for Qualified Paraprofessionals in Schools

The National Association of Special Education Teachers (**NASET**) and the American Academy of Special Education Professionals (**AASEP**) recognize the increasing need for qualified special paraprofessionals in schools. In order to enhance this area of concern, they have created a ***Paraprofessional Skills Preparation Program (PSPP)*** whereby upon completion, you are awarded a certificate of completion that demonstrates school districts and future employers of your enhanced knowledge, skills, and abilities in the field.

A paraprofessional is an employee who works under the supervision of teachers and other licensed personnel who have the ultimate responsibility for the design and implementation of education and related service programs. Paraprofessionals provide assistance to a variety of students including those with and without disabilities, with health needs, with limited English proficiency, and others.

Typically employed by school districts and area education agencies, they work in a range of educational settings. The responsibilities of a paraprofessional can vary between districts, schools, and even between classrooms. In today's schools, assistants to teachers are best described as paraprofessionals. Although nationwide information on numbers of paraprofessionals is not consistently collected and reported, rough estimates put the number nationwide at over one million (about 1.2 million).

Paraprofessionals participate as active team members in a variety of ways. Each program and level contain specific challenges and routines that are unique to the program. Your duties as a paraprofessional will vary from building to building, program to program, and student to student. In general, you are considered a "building professional".

If utilized appropriately and effectively, paraprofessionals increase the likelihood of all students achieving individual student growth targets. They are beneficial in any classes that have students with identified disabilities. With proper training, established expectations and on-going communication, they are able to support students with identified disabilities not just in the area of academics but also in the area of social behaviors. Paraprofessionals are in a perfect position to model and demonstrate appropriate social skills. They help establish environments where students feel safe and nurtured.

The **NASET** and **AASEP *Paraprofessional Skills Preparation Program (PSPP)*** is comprised of 5 specific MODULES:

- **MODULE #1:** Roles and Responsibilities of Paraprofessionals
- **MODULE #2:** Special Education Today: Basic Principles of Special Education
- **MODULE #3:** Educating Children with Special Needs and Classroom & Behavior Management for Paraprofessionals
- **MODULE #4:** Effective Communication and Collaboration with Teachers as a Paraprofessional
- **MODULE #5:** Confidentiality, Professional Behavior and Ethical Responsibilities as a Paraprofessional

Each of the 5 MODULES contains video lectures, PowerPoint presentations, supplemental videos and supplemental readings. At the end of each MODULE, there is a 25-50 question multiple choice exam which must be successfully completed to move on to the next MODULE. Upon successful completion of each exam, you will immediately be able view/save or print a certificate of completion of the MODULE.

Paraprofessionals play an active and essential role in their work with children and youth by providing encouragement, support, and assistance. They are critical to the social, emotional, academic, and vocational success of children and youth. Paraprofessionals are respected and valued members of the educational team. They understand the needs of children and youth and have the specialized training to meet student needs. Paraprofessionals have a professional identity and advocate for their profession by maintaining positive, supportive, cooperative, and professional relationships. Their value and the complexity of their roles are recognized as important to the success of the school.

The **NASET** and **AASEP *Paraprofessional Skills Preparation Program (PSPP)*** offers you all the materials to be a competent, qualified and caring paraprofessional. In the end, completion of the PSPP will provide you with the knowledge, skills and abilities to be more confident working with children with special needs, teachers, administrators and parents as a paraprofessional.

Module Summaries

The **NASET** and **AASEP Paraprofessional Skills Preparation Program (PSPP)** is comprised of a comprehensive compilation of 5 Modules. Each Module contains video lectures, PowerPoint presentations, supplemental videos and supplemental readings. At the end of each Module, there is a multiple-choice examination which must be successfully completed with a grade of at least 80% to move on to the next Module. Upon successful completion of each Module, you will immediately be able view/save or print a professional certificate of recognition. Modules are enabled for review one at a time in a sequential order, per the listing below.

MODULE #1

Roles and Responsibilities of Paraprofessionals

Video Lecture and PowerPoint Presentation: A paraprofessional is an employee who works under the supervision of teachers and other licensed personnel who have the ultimate responsibility for the design and implementation of education and related service programs. “Paraeducator” or “paraprofessional” is currently the most generally accepted and recognized job title. Paraprofessionals provide assistance to a variety of students including those with and without disabilities, with health needs, with limited English proficiency, and others. A paraprofessional’s position in a school is either instructional in nature or as someone who delivers other direct or indirect services to children, youth and /or their parents. Typically employed by school districts and area education agencies, they work in a range of educational settings. The responsibilities of a paraprofessional can vary between districts, schools, and even between classrooms. The special education teacher, principal, or other staff members will identify the daily responsibilities of paraprofessionals they supervise. The focus of this lecture will be on the roles and responsibilities of paraprofessionals. After completing this lecture, you should understand the following:

What is a Paraprofessional?

- Definition of Paraprofessional
- Job Titles
- Overview of the Profession

What Can a Paraprofessional Do?-Responsibilities of a Paraprofessional

- Introduction to Responsibilities of a Paraprofessional
- Supervision of Groups of Students
- Behavioral Supports
- Delivery of Instruction/Therapy/Service
- Activity Preparation/Follow-up
- Health/Personal Related Services
- Data Collection/Reporting Observation and Recording:

- Observing and Keeping Good Data
- Data
- Observation Biases
- Observation
- Objective Observation
- Anecdotal Records
- Checklists
- Interviews
- Frequency or Duration Notes

Role of the Teacher v. Role of the Paraprofessional

- Classroom Organization
- Assessment
- Setting Objectives
- Teaching
- Behavior Management
- Working with Parents
- Building a Classroom Partnership

Paraprofessionals May....

NEVER: What Can Paraprofessionals NOT Do?

Successful Paraprofessionals

Conclusion-Roles and Responsibilities of Paraprofessionals

Supplemental Readings - In this section, you will have the opportunity to reinforce concepts presented in this Module through additional publications and articles.

Supplemental Videos - In addition to the video lecture presentation in this Module, there are multiple supplemental videos available to enhance the concepts presented in this Module.

MODULE #2

Special Education Today: Basic Principles of Special Education

Video Lecture and PowerPoint Presentation: Special education is instruction that is specially designed to meet the unique needs of children who have disabilities. It is provided in public schools at no cost to the parents and can include special instruction in various types of educational setting. Special education is mandated for students with disabilities by a federal law, the Individuals with Disabilities Education Improvement Act (or IDEIA). This law gives eligible children with disabilities the right to receive a free appropriate public education (FAPE). More than 6 million children ages 3 through 21 receive special education and related services each year in the United States. This lecture focuses on an overview of terms and concepts of importance in special education. Areas covered include:

- Definition of special education
- Individuals with Disabilities Education Act
- Exceptionality
- Disability classifications
 - Autism
 - Deaf-Blindness
 - Developmental Delay
 - Emotional Disturbance
 - Hearing Impairments (including deafness)
 - Intellectual Disabilities
 - Multiple Disabilities
 - Orthopedic Impairments
 - Other Health Impairments
 - Specific Learning Disabilities
 - Speech and Language Impairments
 - Traumatic Brain Injury
 - Visual Impairments
- Prevalence
- Gender issues in special education
- Early intervention
- Causes of disabilities

- Accommodations v. modifications
- Universal Design for Learning (UDL)
- What makes special education truly special?
- Inclusion
- Disability v. handicap
- 10 basic steps in the special education process
- Using correct language (appropriate first person language)

Supplemental Readings - In this section, you will have the opportunity to reinforce concepts presented in this Module through additional publications and articles.

Supplemental Videos - In addition to the video lecture presentation in this Module, there are multiple supplemental videos available to enhance the concepts presented in this Module.

MODULE #3

Educating Children with Special Needs and Classroom & Behavior Management for Paraprofessionals

Video Lecture and PowerPoint Presentation: This lecture is going to cover many different areas that you need to understand when educating children with special needs as a paraprofessional. The first part of the lecture will address where students can be educated (Least Restrictive Environment) and the written plan that explains the special education and related services they will be provided (Individualized Education Program; IEP). The 2nd part of this lecture will then focus on both classroom and behavior management techniques and strategies when working with children with special needs. After completing this lecture, you should understand the following:

- Different Types of Classrooms in Special Education (The Least Restrictive Environment)
 - Regular (General Education) Classroom
 - Inclusion Classroom
 - Resource Room
 - Separate Class
 - Separate School
 - Residential Facility
 - Hospitalization
 - Homebound Instruction
- Individualized Education Programs (IEPs)

- Assistive Technology
- Related Services
- Classroom Management
- How to Manage Behavior Issues in the Classroom
- Interacting with Students as a Paraprofessional
- Instruction
- Motivating Students
- 9 Classroom Management Tips for Paraprofessionals
- Behavior Management
- Fostering Friendships, Creating Social Opportunities
- General Behavior Management Techniques
- Group Management Strategies
- Strategies for Increasing Positive Student Behaviors
- Support and Approval of Children's Behaviors

Supplemental Readings - In this section, you will have the opportunity to reinforce concepts presented in this Module through additional publications and articles.

Supplemental Videos - In addition to the video lecture presentation in this Module, there are multiple supplemental videos available to enhance the concepts presented in this Module.

MODULE #4

Effective Communication and Collaboration with Teachers as a Paraprofessional

Video Lecture and PowerPoint Presentation: As a paraprofessional, you are an important part of the classroom team. You may be asked to collaborate with general education teachers, special education teachers, administrators, speech-language pathologists, occupational or physical therapists, the school nurse or other staff members in your building. It is important to build a good relationship with the other members of the team to benefit students and create a positive working environment. In order to maximize student learning, collaborative teams must be able to communicate effectively to identify solutions. Good communication involves back-and-forth conversation that is focused on students' needs, being respectful of others' ideas and perspectives, and being a good listener. No matter how well a program is designed, success depends on good communication between the teacher and the paraprofessional. Poor communication skills and negative statements are at the heart of most problems. The learning process is totally dependent upon the staff establishing and maintaining good lines of daily communication. The focus of this lecture will be on effective communication and collaboration with teachers as a paraprofessional. After watching this lecture, you should understand the following:

- Understanding Teaching Styles
 - Supervision Styles
 - Discipline Styles
 - Materials Style
 - Classroom Style (Organization and Rules)
- Effective Communication Skills for Paraprofessionals
- Key Points to Effective Collaboration
 - Teaming/Collaborations
- Conflict Management
- How Paraprofessionals Can Establish Healthy Communication with Teachers
- Paraprofessionals Teaming with the Teacher to Assist with Instruction
 - Part I: Planning
 - Part II: Working with Students
 - Part III: Communicating the Performance of Students to the Teacher
 - Part IV: Reflection on the Instructional Session
- Being a Team Player as a Paraprofessional

Supplemental Readings - In this section, you will have the opportunity to reinforce concepts presented in this Module through additional publications and articles.

Supplemental Videos - In addition to the video lecture presentation in this Module, there are multiple supplemental videos available to enhance the concepts presented in this Module.

MODULE #5

Confidentiality, Professional Behavior and Ethical Responsibilities as a Paraprofessional

Video Lecture and PowerPoint Presentation: Paraprofessionals play an active and essential role in their work with children and youth by providing encouragement, support, assistance, and advocacy. They are critical to the social, emotional, academic, and vocational success of children and youth. Paraprofessionals are respected and valued members of the educational team. They understand the needs of children and youth and have the specialized training to meet student needs. Communication among paraprofessionals, licensed personnel, and parents is carefully planned and carried out. Paraprofessionals have a professional identity and advocate for their profession by maintaining positive, supportive, cooperative, and professional relationships. The value of paraprofessionals and the complexity of their roles are recognized as important to the

success of the school. The focus of this lecture will be on professionalism and ethics as a paraprofessional. After watching this lecture, you should understand the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Confidentiality
- Confidentiality Pointers
- Tips to Keeping Confidentiality from Becoming a Problem
- Professional Behavior as a Paraeducator
 - Professional Attitude
 - Appropriate Clothing
 - Cell Phone and Other Electronic Devices
 - Attendance and Punctuality
 - Photography
 - Release of Students
 - Respect and Dignity
- Ethics for Paraeducators
 - Accepting Responsibilities
 - Relationships with Students and Parents
 - Relationship with the Teacher (Supervisor)
 - Relationship with the School
- Avoiding Unprofessional Conduct
- Final Thoughts on Professionalism and Ethics

Supplemental Readings - In this section, you will have the opportunity to reinforce concepts presented in this Module through additional publications and articles.

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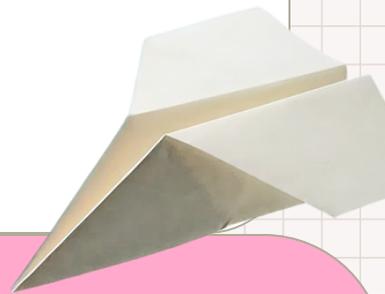


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