

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please use this form to record the experience and training you have that relates to each of the Paraeducator Competencies. Listed below are definitions for some of the terms used in the Competencies to help you understand how the Competency applies to your work.

**Definitions:**

**Awareness** - knowing or realization; a simple recognition

**Knowledge** - acknowledgment; familiarity; acquaintance with facts; being informed

**Understanding** - having a clear perception of the meaning

**Ability** - able to apply or demonstrate

1. An understanding of the value of providing instructional and other direct services to all children and youth with disabilities.

**INDICATORS:**

- Knowledge of the purpose of special education programs and education for students with disabilities
- Familiarity with legal requirements for meeting the educational needs of all students
- Understanding of the District's mission to educate all children and youth.

**DEMONSTRATED BY:**

- Works to meet student needs
- Encourages student effort
- Enthusiastically works with students
- Demonstrates awareness that students with disabilities should be taught with their non-disabled peers
- Demonstrates awareness that all students can learn

**Experience:** \_\_\_\_\_  
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**When:** \_\_\_\_\_ **Where:** \_\_\_\_\_

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2. An understanding of the roles and responsibilities of certificated/licensed staff and Paraeducators.

**INDICATORS:**

- Understanding of Paraeducator roles and responsibilities including legal requirements and District policy/procedures
- Understanding of Certificated Staff and Paraeducator roles in relation to each other and to other school employees

**DEMONSTRATED BY:**

- Supports teacher-directed instruction
- Works appropriately in collaboration with certificated staff as team member
- Complies with building and District directions regarding interaction with parents and other District staff
- Works independently as appropriate for assignment

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3. Knowledge of (a) patterns of human development and milestones typically achieved at different ages, and (b) risk factors that may prohibit or impede typical development.

**INDICATORS:**

- Awareness of learning theory and different approaches certificated staff may use
- Knowledge of the development continuum for children and youth
- Knowledge of and respect for the influence that families have on learning and development

**DEMONSTRATED BY:**

- Identifies different child developmental stages
- Interactions with students are developmental and age appropriate
- Adapts language and instructional efforts to match student's developmental stage

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4. Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality.

**INDICATORS:**

- Ability to comply with the requirements of confidentiality for educational and medical records.
- Ability to comply with legal requirements regarding reporting abuse, discipline and inappropriate touching.

**DEMONSTRATED BY:**

- Maintains confidentiality student information
- Follows District's policies and procedures
- Follows directions of teachers and other supervisors
- Follows the chain of command as directed
- Participates in training as required

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5. Ability to communicate with colleagues, follow instructions and use problem-solving and other skills that will enable the Paraeducator to work as an effective member of the instructional team.

**INDICATORS:**

- Ability to use communication methods to increase understanding
- Ability to use techniques/strategies for problem solving and negotiation

**DEMONSTRATED BY:**

- Is receptive to constructive criticism - not defensive
- Asks for clarification
- Asks for assistance when necessary
- Works to create a climate of cooperation, trust and loyalty
- Respects differences in teaching and discipline styles - a team player

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6. Ability to provide positive behavioral support and management.

**INDICATORS:**

- Understanding of how disabilities can impact behavior
- Ability to use prevention and intervention skills
- Ability to use data collection and observation techniques

**DEMONSTRATED BY:**

- Uses appropriate classroom management techniques
- Ignores behavior when appropriate
- Uses nonverbal communication-proximity, touch, eye contact, gestures
- Redirects; gives choices
- Praises; gives all students positive attention
- Uses appropriate de-escalation techniques
- Shows patience and compassion in dealing with student behaviors

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7. Knowledge of the legal issues related to the education of children and youth with disabilities and their families.

**INDICATORS:**

- Knowledge of IDEA - part B and C; ADA and 504
- Knowledge of definitions such as LRE, IEP, 504, Written Plans, and the implications for Paraeducators in relation to legal requirements and District policies

**DEMONSTRATED BY:**

- Demonstrates understanding of key terminology such as Free, Appropriate Public Education (FAPE), Individualized Education Program (IEP), Least Restrictive Environment (LRE)
- Reads and follows provisions of student IEPs
- Applies concepts of legal requirements in interactions with students

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8. Awareness of diversity among the children, youth, families and colleagues with whom they work.

**INDICATORS:**

- Awareness of cultural biases and personal differences that affect working with students, families and other team members

**DEMONSTRATED BY:**

- Acts to reduce prejudices
- Demonstrates appreciation and acceptance of different cultures, race, gender, religion and students with disabilities
- Has high expectations for all
- Instructional techniques demonstrate sensitivity to cultural differences

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9. Knowledge and application of the elements of effective instruction to assist teaching and learning as developed by the certificated/ licensed staff in a variety of settings.

**INDICATORS:**

- Ability to use instructional techniques
- Ability to use data collection and observation techniques

**DEMONSTRATED BY:**

- Applies principles of learning-motivation, retention, transfer, rate of learning
- Engages students in learning activities at their appropriate level
- Seeks appropriate materials and uses appropriate learning strategies consistent with direction from building or certificated staff member
- Seeks guidance from certificated staff member and provides feedback on student progress

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10. Ability to utilize appropriate strategies and techniques to provide instructional support in teaching and learning as developed by the certificated/licensed staff.

**INDICATORS:**

- Ability to apply small group instructional techniques for management and support of student learning
- Ability to apply specific techniques to support academic areas

**DEMONSTRATED BY:**

- Uses strategies and techniques that are consistent with building/teacher direction
- Follows through with instructions from teacher
- Relates lesson to student relevance
- Uses effective questioning techniques
- Holds students accountable

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11. Ability to motivate and assist children and youth.

**INDICATORS:**

- Ability to use appropriate interest and ability level material and to modify materials as needed
- Ability to use appropriate reinforcement techniques

**DEMONSTRATED BY:**

- Challenges students to do their schoolwork, behave in acceptable manner, etc.
- Gives immediate feedback when appropriate
- Motivates students to be active participants
- Sends positive feeling tones; works to build student assets
- Provides appropriate reinforcement
- Relates lesson to student relevance

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12. Knowledge of and ability to follow health, safety and emergency procedures of the agency where they are employed.

**INDICATORS:**

- Understanding of District policies and procedures, contract provisions, contract and state requirements
- Ability to use infection control and universal precautions
- Ability to use lifting, carrying and transferring techniques

**DEMONSTRATED BY:**

- Follows correct medication procedures
- Reminds students to work and play in a safe manner
- Recognizes and takes appropriate action when a student is ill or injured
- Participates appropriately in fire drill and lock down procedures
- Participates in training on procedures of universal precautions

**Experience:** \_\_\_\_\_

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13. Awareness of the ways in which technology can assist in teaching and learning.

**INDICATORS:**

- Awareness of assistive communication
- Awareness of technology equipment

**DEMONSTRATED BY:**

- Demonstrates basic computer skills
- Assists students with their technological assistive devices as needed
- Loads and starts computer programs for students
- Uses appropriate technology as described in student IEP

**Experience:** \_\_\_\_\_

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14. Awareness of personal care and/or health-related support.

**INDICATORS:**

- Awareness of legal requirements for providing health related care in the schools
- Awareness of types of personal care and health related support tasks

**DEMONSTRATED BY:**

Regarding Students:

- Has completed HBV and HIV training
- Has completed first aid and CPR training if required by position

Regarding Self:

- Demonstrates awareness of Employee Effectiveness Program (EEP)
- Take care of self, both physically and emotionally
- Presents self as a person who others enjoy being around

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