



## INSTRUCTIONAL MEDIA CENTER

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# Paraprofessional Resources

Including materials related to Hispanic culture and history. *Compiled 16 February 2007 by ask.*

## Books

It takes a team : a profile of support staff in American education. Fowler, Donna. GSE 530 FOW

At 3.5 million workers and growing, school support staff make up nearly forty percent of the total number of employees working in American schools. This report is a first effort from the American Federation of Teachers to compile information about paraprofessionals from the Bureau of Labor Statistics, the Educational Research Service, and from surveys and interviews.

Lee Canter's assertive discipline for paraprofessionals : How to handle discipline problems on the yard, in the cafeteria, in the classroom. Canter, Lee. GSE 530 CAN

This book will train you in the skills you need to take control of the area in which you work. You will learn how to use the Assertive Discipline Plan that is in place in your school or classroom. You will learn to get students to do what you want them to do.

Let's team up! : a checklist for paraeducators, teachers, and principals. Gerlach, Kent. GSE 530 GER

Includes tips for teachers on working effectively with paraeducators, practical suggestions for paraeducators on clarifying their jobs and their relationships with students and staff, and advice for principals on the administrative supervision of paraeducators.

Paraprofessional training : severe behavior support needs. Royce, Cathy. GSE 530 ROY

This binder includes information for paraprofessionals from a conference/ class given in 2002. It defines behavior and challenging behavior, defines behavior management and behavior support approaches, describes the differences between those two approaches, and examines the dangers of 'labeling' behaviors.

The personal planner and training guide for the paraprofessional. Dover, Wendy. GSE 530 DOV

Roles, preparation, and supervision of paraprofessionals. CDE. GSE 530 ROL

Skill standards for frontline workers in education and training : paraprofessionals, paraeducators, teacher assistants, education assistants, and childcare workers working in general education, special education, and early childhood care and education. GSE 530 EDU

Skill standards set the stage for a high performance workforce. They describe competent performance based on what successful performers in high performance organizations are doing. The NSSB's skill standards model, used here, includes the following major components: Critical work functions and key activities, Performance indicators, and Knowledge and skills.

Standards for a profession. Feldman, Sandra. GSE 530 FEL

This attempts to define the role and responsibilities of instructional paraprofessionals, set criteria for basic skills required for entry into the profession, specify appropriate pre- and inservice training, and identify advanced skills for permanent certification.

Supervising paraeducators in educational settings : a team approach. Pickett, Anna Lou. GSE 530 PIC

This book is intended to provide administrators, teachers, and related services personnel, including physical and occupational therapists and speech-language pathologists, with the skills and knowledge necessary to work more effectively with paraeducators. It also serves as a prompt for policymakers in local education agencies and state education agencies to recognize the need for standards and guidelines to prepare teachers and other school professionals to supervise paraeducators. It will also assist SEAs, LEAs, and other education provider agencies to identify knowledge and skill competencies required by teachers and paraeducators as members of education teams. This book provides guidelines and methods to prepare school professionals to understand (a) the contributions that paraeducators make to the delivery of education services and (b) the need for role clarification, effective supervision and management, good communication, and teamwork.

Working together for successful paraeducator services : a guide for paraeducators, teachers, and principals. Railsback, Jennifer. GSE 530 RAI

The purpose of this booklet is to provide an overview of the current issues surrounding paraeducator employment. The booklet outlines suggestions for increasing paraeducator effectiveness. A list of resources is included.

## Films

Where do I start? : the training video series for the paraprofessional, tape 1. Dover, Wendy. GSE 530 DOV tape 1

This video gives paras instruction on what to do, what to ask, and how to conduct themselves in the main office, the teacher's lounge, the lunchroom, and regular classroom/ special classroom.

Working with other adults in the inclusive classroom : the training video series for the paraprofessional, tape 3. Dover, Wendy. GSE 530 DOV tape 3

This video provides specific insight for the para on relating to the regular classroom teacher. The following topics are covered: how to be a 'teacher supporter,' the importance of communication skills, how to put communication skills into practice, how to handle challenging situations, and techniques for managing instruction.

Working with students in the inclusive classroom : the training video series for the paraprofessional, tape 2. Dover, Wendy. GSE 530 DOV tape 2

This video lesson provides insight and specific suggestions for paras responsible for monitoring student progress and providing optimal, appropriate support. The following areas are covered: the importance and usefulness of program goals and directives, how to document and report on student progress, how to assess the special needs and abilities of students, and when and how to modify class activities for special needs students.