



Getting a Good Start: SPED Tech Expectations

Date: _____

In order to meet the needs of our students this year, we will need to work cooperatively. These are the para expectations/guidelines for this year: Unwillingness to perform outlined duties will result in termination.

- **Positive work habits** must be demonstrated daily.
 - Have consistent attendance, be on time, and give advance notice when you must be absent. These are the specific call in procedures if you must be absent:

 - Maintain a positive attitude everyday.
 - Be flexible in assignments and schedules.
 - Follow the school dress code and be a good role model for the students.
 - Utilize time appropriately. If you have extra time, these are some options:

 - Communicate positively, objectively, and professionally.
 - Demonstrate respect for teachers, students, parents, and others.
 - Report child abuse to supervisor and SRS within policy guidelines.
 - Use good judgment.
 - Follow district/school policy on use of cell phones and other electronic devices which is the following:

 - Demonstrate appropriate boundaries with students/families.
- **Confidentiality must be maintained.** Keeping confidentiality of students, families and staff (not discussing families and/or students within and outside of school building with other staff or others that are not a part of the student(s) team.
- **Maintain professionalism when using social media.** Pictures and information about students and or staff should not be shared on social media such as texting, emails, Facebook, or Twitter.
- **Facilitate positive interactions and appropriate boundaries with parents,** being respectful and positive.
- **Maintain positive and appropriate relationships with co-workers and staff and act as a team member, communicating directly and honestly.**
- **Maintain positive attitude toward staff development and complete needed staff development,** taking direction from supervisors, specifically maintaining Paraeducator Training Record Log and completing the required hours of inservice which is due April 1st.
- **Understand the chain of command** (teacher, principal, coordinator, assistant director)
- **Meet job responsibilities and expectations,** specifically
 - Show initiative
 - Implements IEP, IFSP, BIP, as directed

I have read and understand these paraeducator expectations/guidelines.

Paraeducator Printed Name

Paraeducator Signature

Date

Supervisor Printed Name

Supervisor Signature

Date