Engagement Plan for Paraprofessionals for Distance Learning

Engagement Expectations for Distance Learning:

● Be available to support students and teachers during the entire instructional day per classroom schedule.
● Request additional technology from SSD administrator when needed to complete engagement expectations.
● Assist teachers with preparing, disseminating and implementing instructional activities and virtual lessons.
● Attend live virtual learning sessions as directed by teacher:
  o Act as a co-host to monitor student engagement and appropriate participation.
  o Facilitate and monitor chat during virtual lessons when appropriate.
  o Use visual supports and prompts to support students during virtual instruction.
  o Lead breakout rooms for individual support and instruction as directed.
  o Lead live virtual learning sessions when acting as a substitute for teacher or if teacher is released for other duties.
● Complete academic and/or behavioral data collection activities during live sessions as directed by teacher.
● Implement ABA services under direction of ABA Associate or teacher.
● Provide additional virtual support at the discretion of the teacher during the work day to support students with individual learning activities.
  o These sessions can be scheduled by the teacher or by the paraprofessional. If scheduled by the paraprofessional, the teacher will be given the date/time, student’s name, and link to access. Teachers and administrators will monitor sessions.
  o These sessions are not instructional in nature but rather used to provide additional supports for students with assignments.
  o Some examples of activities that could be addressed in this format include support with projects, clarification on assignments, implementation of/support with accommodations and modifications, and completing independent learning activities.
  o A documentation log will be kept by the paraprofessional capturing the date/time of session, participants and brief description of the activities.
● Complete office work including copying and mailing documents.
● Assume the role of teacher as a substitute when directed for teacher absences and leaves.
● Come into the building as scheduled if staff are working remotely to support instructional preparation.
● Participate in scheduled trainings and complete online training modules.
● Maintain confidentiality and professionalism.
● Communicate with families as directed.
● Clock in and out using WFM. Submit leave using WFM.

Accountability measures for paraprofessionals:

● Performance, attendance and participation will be monitored by the assigned supervising teacher and administrator.
● Performance feedback and concerns will be provided as specified in the evaluation protocols.

Access to District technology:

● If District technology is needed, notify your SSD administrator.
● A computer checkout form will be completed for all loaned devices.
● Devices will be returned when face-to-face instruction begins again.