

**MANAGING  
PARAPROFESSIONAL  
ROLES AND RESPONSIBILITIES**

ILLINOIS COUNCIL FOR CHILDREN WITH BEHAVIOR DISORDERS  
SUMMER INSTITUTE  
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**Session Objectives**  
(page 2)

- Participants will have a basic knowledge of the paraprofessional's role and responsibilities.
- Participants will be able to differentiate and identify appropriate roles and responsibilities for paraprofessionals and teachers.
- Participants will be able to effectively guide and support paraprofessionals as they perform their daily responsibilities.

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**WHAT DO YOU WANT TO KNOW.....?**

- *What are three questions you have about managing paraprofessional roles and responsibilities?*

- *Please write them on the 3 x 5 cards and place them in front of you.*
- *You can write the responses in your handout on page 3.*

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### **Paraprofessional Responsibilities**

(page 4)

- Paraprofessionals provide a viable and powerful means of delivering services to students if they are properly prepared for their duties and provided with adequate support and supervision.

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### **Role Clarification: The Paraprofessional and the Supervising Teacher**

(page 5-8)

- Role of the Teacher
- Role of the Paraprofessional

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### **Orientation Activity: Getting to Know You**

(page 9)

Pair with a person near you and ask each other at least two of these questions.

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## Orientation

- Get to know the paraprofessional supporting the students.
- Consider the paraprofessional's skills, abilities and interests.
- Introduce the paraprofessional to policies, routines, people, roles, and student/ classroom/ school responsibilities
- Establish and review student and staff schedules.

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## Familiarize the Paraprofessional with Your Classroom

(page 10)

- Provide an initial orientation to your classroom.

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## Planning and Scheduling

(page 11 & 12)

- Scheduling should determine specific responsibilities for the paraprofessional.

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## Delegating Tasks to Paraprofessionals

(page 13)

- Delegation is a process that consists of steps that can be learned by teachers even if they entered the profession believing that supervision of paraprofessionals was not part of their job.

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## Quiz: Roles and Responsibilities of Paraprofessionals

(page 14 & 15)

- Pair with a person near you and respond to these questions.

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**The role and function of adults in the classroom must be well defined in order for coordinated instruction to occur. Teachers and paraprofessionals working with students must take time to coordinate and plan together so that paraprofessionals are not left alone to create and design what they do with students.**

- Barbara Jo Stahl (MDE)

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