

Paraeducator Inservice:

Guidelines on the \$10.00 payment on required Master Teacher, the ParaEducator Learning Network on www.paraeducator.net.

1. **All paraeducators must do the mandatory inservice. If you are issued a para position number you are included in the mandatory schedule. This includes those on the ancillary schedule.**
2. To receive inservice credit all paraeducators must send in a copy of their log with a transcript when changes are made.
3. All logs must show course numbers and dates of completion. The transcript verifies the course completion date. (A Course Completion List will not be acceptable)
4. **The first 4 Mandatory inservice hours must be complete in the first month each year (not a month from when a paraeducator starts work) or earlier to be eligible for payment.**
5. The first month will vary depending on a paraeducators start date for the school year. Follow the log schedule to determine how many inservice hours you are required to complete for payment. Other hours will be used as unpaid extra credit.
6. **Mandatory inservice hours must be completed each month or earlier.**
7. **Inservice hours and course numbers must be shown on the log in the month intended. SKACD 613 will not determine your months. Hours will be used as extra credit unless otherwise noted.**
8. Skipping any mandatory inservice on your log in a month must be made up before being eligible for payment for future courses completed and reported correctly.
9. **Paraeducators who do not complete the required inservice are not eligible for rehire.**
10. Funds reimbursed from the annual state audit are the largest share SKACD 613 uses to pay paraeducators salaries for the following school year. Paraeducators who do not complete there required inservice reduces the funds available to pay future salaries.
11. **The first inservice payment is made on the January 25th paycheck for the required inservice through November.**
12. **The final inservice payment for mandatory required inservice is June 25th.**
13. **Terminating paraeducators** who have completed the required hours of inservice will be paid on the next pay period after SKACD 613 has set their last working date from a time sheet **IF** the **original log and transcript** was mailed to Ensign along with a **letter of resignation**.
14. All inservice other than Master Teacher, The ParaEducator Learning Network requires a signature/initials of the presenter for inservice credit to be allowed. Logs will not be sent back for this.
15. **Ancillary scheduled personnel will not be paid** for inservice, but must complete the mandatory inservice hours.
16. The original inservice log with all required inservice hours completed is to be sent to Ensign by **April 15th** for the annual state audit.

Paraeducator Assessment Test

Effective January 8, 2002 all paraeducators hired after this date to work in **Title I schoolwide programs** must have:

- 1) Completed at least 2 years of study at an institution of higher education. A minimum of 48 hours must be accumulated. The college hours must be hours that can be applied to a baccalaureate degree.
- 2) Obtained an AA degree (or higher) or
- 3) Met rigorous standards as demonstrated through a formal State or Local assessment. Approved paraeducator assessment are (1) Para Pro by ETS; (2) WorkKeys by ACT, 3 assessments and inventory, and (3) **ParaEducator by Master Teacher, 2 assessments.**

Re: Special Education Reimbursement Guide State Categorical and Transportation Aid

Title I schoolwide programs for SKACD 613, are Dodge City Elementary, Plains and Kismet Elementary. At the current time the above requirements are not mandatory according to KSDE regulations unless you work in one of these schools. SKACD 613 believes it will be mandatory for all paraeducators in the future.

SKACD 613 offers Master Teacher (The ParaEducator Learning Network) for mandatory inservice and the paraeducator assessment testing free to paraeducators who currently work in any of our service districts. Paraeducators are required to work one month before they will be allowed to take the assessment test. Courses 118-120 and 130-139 should be completed in preparation for the assessment test. Passing gives a one-time 20 hours inservice credit. These hours cannot be used for the first month courses.

Master Teacher required some changes October 2006 in the way the assessment test is administered. Each local school district will have a designated site with a proctor to monitor the testing. Paraeducators who work in USD 443 for SKACD 613 are to call 443 Human Resources at 620-227-1704 by Monday of test week. The testing is to be available the first and third Mondays of each month at 3:30 PM. USD 443 will monitor the test site at The Learning Center on Hwy 50 Bypass. SKACD 613 will receive a list of paraeducators who have applied for the assessment testing. SKACD 613 will authorize them for the assessment test. The test results will be sent to USD 443 Human Resources. SKACD 613 will mail test results to 613 paraeducators home address on file and school administrators. SKACD 613 will send to the State of Kansas the

KSDE – State and Federal Programs
No Child Left Behind – Title I Schools
Paraprofessional Education Requirement
Date Collection Form

for all SKACD 613 paraeducators. The state will send a Certification of Recognition. If received in Ensign this certificate will be mailed to the home address on file.

PARAEDUCATOR INSERVICE

REIMBURSEMENT IS BASED ON 20 INSERVICE COURSE HOURS OR PRO RATA NUMBER OF INSERVICE HOURS ACCORDING TO YOUR START DATE. REIMBURSEMENT IS \$10.00 PER MASTER TEACHER COURSE WHEN COMPLETED ON THE BELOW SCHEDULE AND SUBMITTED WITH YOUR TRANSCRIPT FROM MASTER TEACHER.

COURSE SCHEDULE FOR ALL SKACD PARAEDUCTORS

First Month (each school term)	ALL #101 Understanding Inclusion #102 The First Day on the Job (Orientation) #103 Confidentiality #153 Bloodborne Pathogens (**formerly marked #155**) = (4)
Second Month (each school term)	ALL choose 3 from Master Teacher = (7) Returning Paraeducator – Teachers Choice New Paraeducator – 3 from list provided
Third Month (each school term)	ALL choose 3 from Master Teacher = (10) Returning Paraeducator – Teachers Choice New Paraeducator – 3 from list provided
Fourth Month (each school term)	ALL choose 3 from Master Teacher = (13) Returning Paraeducator – Teachers Choice New Paraeducator – 3 from list provided
Fifth Month (each school term)	ALL choose 3 from Master Teacher = (16) Returning Paraeducator – Teachers Choice New Paraeducator – 3 from list provided
Sixth Month (each school term)	ALL choose 3 from Master Teacher = (19) Returning Paraeducator – Teachers Choice New Paraeducator – 3 from list provided
Seventh Month (each school term)	ALL choose 1 from Master Teacher = (20) Returning Paraeducator – Teachers Choice New Paraeducator – 1 from list provided

Submit on the **NEW (06-06)** inservice log accompanied by a **MASTER TEACHER TRANSCRIPT (NO CERTIFICATES)**. Para **Reimbursement** will be made from submitted **TRANSCRIPTS (NO CERTIFICATES)** sent to Ensign on the **JANUARY** and **JUNE** or final separation paycheck. Courses may be completed ahead of schedule (after June 1 of each year) with payment on the scheduled times with continued employment. **NO REIMBURSEMENT FOR COURSES MADE UP LATE!! No reimbursement without Orientation/Confidentiality!!**

The inservice and reimbursement schedule will help all paraeducators meet the state requirements and provide a little extra money when completed as instructed. Other inservice hours and the Master Teacher scheduled hours will count on the salary review for the next school year. Submit on the 06-06 Inservice Log.

ADDITIONAL INSERVICE OTHER THAN THE REQUIRED MASTER TEACHER HOURS WILL BE DETERMINED BY EACH LOCAL SCHOOL DISTRICT. ALWAYS CHECK WITH YOUR LOCAL ADMINISTRATORS BEFORE GOING TO ANY OTHER INSERVICE.

Master Teacher Inservice will be completed on the paraeducators **own time**. Master Teacher courses can be found wherever you have Internet access. If you do not have Internet access at home, most public libraries allow time on their Internet. **Plan ahead**. Remember, it must be done **during or prior to the correct month**.

MASTER TEACHER COURSE LIST FOR NEW PARAEDUCATORS

- Course #104 Understanding the Many Types of Special Programs
- Course #105 Understanding the Many Areas of Disability and Exceptionality (part 1)
- Course #106 Understanding the Many Areas of Disability and Exceptionality (part 2)
- Course #107 Individual Student and Program Information
- Course #110 Classroom and Behavior Management
- Course #111 Paraeducators Roles and Responsibilities in Inclusive Classrooms
- Course #112 Working with Official and Immediate Supervisors
- Course #113 Communicating with Student Teams
- Course #114 Monitoring Student Progress
- Course #115 Assertive Communication Skills
- Course #116 Classroom Instructional Arrangements
- Course #117 Taking Instructional or Behavior Data
- Course #121 Supporting Organizational Skill Development
- Course #123 Implementing and Monitoring Behavior Intervention Plans
- Course #124 Providing Positive Behavior Supports for Individual Students
- Course #149 Assisting Students In The Development Of Social Skills
- Course #150 Transition: Building Skills for a Successful Adulthood
- Course #154 Introduction to Emergency Action Principles
- Course #155 Providing Care in an Emergency
- Course #158 The Roles of Paraeducators in Promoting Active Learning
- Course #159 Assisting Students with Work Completion
- Course #169 Strategies to Defuse a Defiant Student
- Course #179 Community Based Instruction
- Course #180 Negotiations & Conflict Resolution Skills for Paraeducators
- Course #182 Managing a Student in Crisis