PARA210
Recruiting and Hiring

Course Overview

Principals and administrators play a critical role in recruiting and hiring paraeducators. Developing an effective recruitment plan that brings the best talent to your district is an important tool in driving the right supports for students. This course drills into how to build an effective recruitment plan and how to structure a job description that attracts high quality talent.

In this course, participants will learn how to partner with your Human Resources team to understand the impact and details of collective bargaining units within your district (and state), as well as specific school board policies, develop a core paraeducator job description, which includes state requirements, and also includes differentiated questions for various specialty areas and attitudes about working with a diverse community, and build out an effective recruitment strategy plan specifically for paraeducators. Through learning how to coordinate with human resources, create a good job description, learning how to recruit, and establish an interview process, participants will find themselves ready to recruit and hire paraeducators upon completion of this course.

Recruiting and Hiring Course Outline

Session 1 – Introduction

1.1 Welcome to the Course

        1.1.1 Course Overview

        1.1.2 Course Objectives

        1.1.3 Course Navigation

Session 2 – Collaborate with Your District's Human Resources Department

2.1 Session 2 Overview

2.2 Developing a Partnership with Your District's Human Resources Department

2.3 Understanding Federal Regulations Regarding Paraeducators

2.4 Policies and Procedures

Session 3 – Develop a Core Paraeducator Job Description

3.1 Session 3 Overview

3.2 Benefits and Elements of a Good Job Description

3.3 Best Practices for Quality Paraeducator Job Descriptions

Session 4: Create and Effective Recruitment Plan

4.1 Session 4 Overview

4.2 The Recruitment Process

Session 5 – Establish a Process for Paraeducator Interviews

5.1 Session 5 Overview

5.2 The Interview Process

5.3 Interview Questions Do's and Don'ts

5.4 Develop Your Interview Questions

Session 6 – Course Wrap-Up

6.1 Course Conclusion

6.2 End of Course Reflection

6.3 Course Completion