



PARA212 Building and Job Orientation

Course Overview

This course provides practical strategies to help school administrators familiarize paraprofessionals with the school building and school routines so that they may effectively and efficiently carry out their responsibilities.

School administrators must put in place systems that ensure each paraprofessional knows, and is known by, other staff members and feels confident within the school and job setting. Paraprofessionals need to be provided with a description of their role and receive a comprehensive orientation to the job. Paraprofessionals must also be informed of their responsibilities regarding student safety and the expectation that all students, families, and colleagues be treated with dignity and respect.

Building and Job Orientation

Session 1 – Introduction

- 1.1 Welcome to the Course
 - 1.1.1 Course Introduction
 - 1.1.2 Course Objectives
 - 1.1.3 Course Overview
 - 1.1.3 Course Navigation

Session 2 – Paraprofessionals – Roles, Responsibilities, and What They Need to Know

- 2.1 Section 2 Overview
- 2.2 Federal Laws and the Role of Paraprofessionals
- 2.3 The Role of Paraprofessionals
- 2.4 The Principal's Role in Building and Job Orientation for Paraprofessionals
- 2.5 What New Paraprofessionals Need to Know

Session 3 – Planning for Paraprofessional Orientation

- 3.1 Section 3 Overview
- 3.2 Critical Knowledge for Paraprofessionals
- 3.3 Orientation for Paraprofessionals
- 3.4 Including Paraprofessionals in Staff Orientation
- 3.5 The Paraprofessional Handbook

Session 4 – Communicating with Paraprofessionals

- 4.1 Section 4 Overview
- 4.2 Are Paraprofessionals in the Loop?
- 4.3 Ideas for Creative Communication

Session 5 – Helping Paraprofessionals Work Effectively with the School's Diverse Community

- 5.1 Section 5 Overview
- 5.2 Benefits of Diversity
- 5.3 Addressing Diversity
- 5.4 Understanding Bias

Session 6 – Course Wrap-Up

- 6.1 Course Conclusion
- 6.2 Final Assessment
- 6.3 Course Completion