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# ELL Paraeducator Staff Binder

Prepared for Diana Schroeder

Compiled by Roanna Parker

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# Section 1

School Information

List of Colleagues

Administration Help



Main Entrance



### Tip

Parking is difficult downtown. Street parking is limited to 2 hours.

Park in the staff parking lot on the North side.

Enter the building on the West side, 3rd Ave. The secretary's office is immediately inside these doors.

# School Information

Office Hours: 7:30 a.m. - 4:00 p.m.

Administration Office: 701-857-4660

Principal: Keith Altendorf

If you will be absent due to illness, contact me via text: 701-555-5555

# — **Your** Colleagues.

**Diana Schroeder, English Language Teacher (EL)**

**Chelsey Durr , Learning Disabilities Teacher (LD)**

**Melissa Frederick, Emotional Disabilities Teacher (ED)**

**Kia Moch, Speech Language Pathologist (SLP)**

**Heidi Roberts, School Counselor**

**Tami Spiros, School Counselor**

**Eric Steele, ED/ LD Strategist**

**Vickie Stutter , LD**

Use your First Class email account to connect with a teacher

# Administration Help

**If you lose your badge:** Get a temporary one from the school secretary. Then call HR or put in a request via email to replace your badge. If you know it is not sitting at home please report it immediately so that it cannot be used by anyone else.

**If you did not receive a paycheck or need to change information on your paycheck:** Contact the administration building downtown. The number is: 701-857-4400, ask for Sarah. See the next page to find the link to see your paycheck online.

**Cafeteria / Library:** The number ID that was given to you will allow you to check out books from the library and also pay for your meal in the cafeteria.

### DAILY ESSENTIALS

- PowerTeacher
- PowerSchool Admin/Secretary
- PowerSchool for Substitutes
- MPS Mail
- MPS Tech Request
- Kronos
- AESOP
- iObservation
- Work Request
- In-Stock Ordering
- Travel Tracker
- FirstClass Login Online
- Get FirstClass at Home

### OTHER COMMON LOGINS

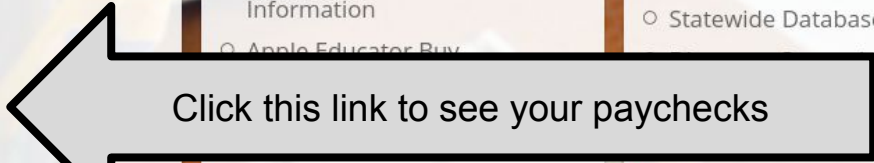
- MPS Google Domain
- NWEA-MAP
- Viewpoint
- SUI Weblink
- VPort
- Trinity Health Motivation
- VITAL WorkLife EAP
- Edutech
- Applitrack
- Summer School Teacher Login
- Summer School Admin Login

### EMPLOYEE INFORMATION

- Accounts Payable & Travel Information
- Apple Educator Buy
- Material Safety Data
- MPS Mail Information
- Payroll and Benefits
- Badge Replacement Request Form

### CURRICULUM LINKS

- Benchmark Universe
- Statewide Databases
- Technology Resources
- Library Catalogs -from school
- MagiLibrary (Overdrive) ebooks
- MackinVIA ebooks
- RTI
- Symbaloo
- Minot Public Library
- CNN Student News







## Section 2

Confidentiality

Professionalism

Evaluations

Communication

# Confidentiality

**FERPA:** Family Educational Rights and Privacy Act  
View the below video to get an idea about FERPA.

## Tip

There will always be someone in the school that chooses to talk about things that should be confidential. Don't be that person.



# Professionalism.

Not knowing what is ok to wear can be frustrating. This information is not given to have you buy a new wardrobe, but merely as a guideline.

Do:

Be comfortable

Be modest

Be aware of coffee or smoker's breath

Watch for emails that indicate special dress days, Christmas, School Spirit etc



Avoid:

Holes in clothing

Anything that shows cleavage, sitting or bending over

Smells, good or bad, including perfume

*Story for illustration purposes only*

# Evaluations

I believe evaluations are for recording purposes only. As a teacher I hope that you will know throughout your time by communication from me how you are doing. If you have questions about your performance please set up a time to talk with me. I value your work with our students.

Evaluations will be conducted once a year in the spring.

# Communication

**Daily communication:** Contact me via email or text

**Concerns? :** Give me a little advance so that I can set aside some time for us to sit and talk without distractions.

**My goal:** Once a month I will schedule a time for a para group meeting for collaborating, problem solving and encouragement.

## Difficult Situations

If you encounter a situation with a staff member, keep in mind that we are all working toward the success of the student. Sometimes we have different perspectives. Follow what the teacher is asking and write me an email if you feel you need more support in that class.



# Section 3

Class Schedule

Student Information

Goals, Accommodation  
and Behavior

Para Education

Duties and Expectations

# Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:05-8:55	Room 123	Room 123	Room 123	Room 123	Room 123
9:00-9:50	Eric rm 123	Eric rm 123	Eric rm 123	Eric rm 123	Eric rm 123
9:55-10:45	Eric rm 123	Eric rm 123	Eric rm 123	Eric rm 123	Eric rm 123
10:50-11:40	Juan rm 201	Juan rm 201	Juan rm 201	Juan rm 201	Juan rm 201
11:44-12:34	Prep Hour	Float	Float	Float	Float
Lunch					
1:08-1:58	Zac rm 160	Zac rm 160	Zac rm 160	Zac rm 160	Zac rm 160
2:02-2:52	FACS	FACS	FACS	FACS	FACS

# Students & Needs

Student	Class	Traits	Modifications
Eric	EL	Difficulty staying on task, overwhelmed by page full of writing	Use blank paper to separate math problems. Gently redirect to stay on task. Ask leading questions to help him find answers.
Juan	Math	Low level English skills. Hard worker.	Repeat directions and explain words
Quy	Science	Low level English. New to US. Home country does not teach science. Everything is very new to him.	Until Quy reaches higher levels in English the teacher will modify his assignments to basic information. Help explain concepts, use translation app when needed.
	FACS	There are 3 EL students in this class You are not assigned to one student. Help each student as needed.	Help with directions, explain terms
Float		Some EL students may have difficulty with a particular skill	Use this hour to go to classes for students that need infrequent , but specific help.
Prep		Gather supplies for the week Prep for what you know you might need	



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# Expectations and Duties

It might be easier to understand what your duties and expectations are by comparing what is the responsibility of a paraeducator and what is the responsibility of the licensed teacher.

Paraeducator	Teacher
<ul style="list-style-type: none"><li>Assists students with tests</li><li>Support, not isolate the student</li><li>Encourage independence</li><li>Assist in preparing materials</li><li>Re-teach in a small group</li><li>Pull out for services if IEP indicates</li><li>Can help record grades</li><li>Assist in behavior management program</li><li>Maintain confidentiality of the student</li></ul>	<ul style="list-style-type: none"><li>Develop lesson plans</li><li>Direct teach material</li><li>Develops IEP goals</li><li>Assigns final grades</li><li>Implement behavior management</li><li>Primary contact for parents</li><li>Maintain confidentiality of the student</li></ul>

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# Goals

Each student has goals that were made in conjunction with their parents, education team and service providers. If you are unsure about what a student should be working towards please ask. Our desire is that a student becomes as independent as possible and succeeds at his goals.



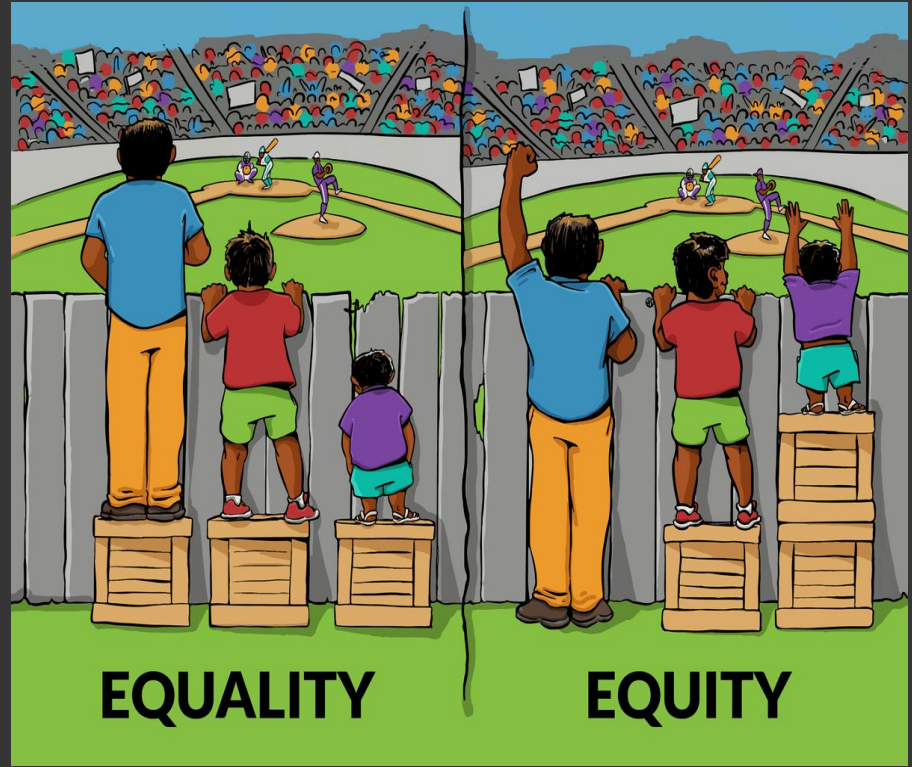
## IEP

I will have you attend an IEP meeting to observe. When you feel comfortable in your position I will ask you to be an active member in IEP meetings when necessary.

# Accommodations and Modifications:

Each of our students will need some sort of accommodation or modification. As the student progresses these will change. If you feel that modifications and accommodations are not being carried out by the teacher please let me know via email. The teacher may have forgotten what is on the student's IEP.

The image on the right is a visual of how accommodations help our students. Adding boxes or taking them away does not give anyone an unfair advantage, they merely help to make a level playing ground.



# Behavior

When a student has poor behavior please remember that there might be multiple underlying factors: lack of sleep, family relation issues, lack of food, etc.,.

- Redirect behavior back to the task at hand
- If a student has a behavior management plan follow up using the plan.
- Allow a short break

If the behavior continues notify me and we will discuss a plan of action.





# Education

I value you and your skills and that's why I want to support continuing your education. Below are books I have available for loaning. If your student is watching a movie in class, use that time to borrow one of my books!

**Freaks, Geeks and Aspergers and Aspergers Syndrome: An Adolescent Guide**

**Smart but Scattered: The Revolutionary "Executive Skills" Approach to Helping Kids Reach Their Potential**

**Educational Psychology (Heavier reading but great stuff!)**

**If you have a desire to further your education please let me know, I would love to help get you going.**

# — Lastly.....

**Enjoy the  
students!**

**Ask for help**

**You are part of a  
team,  
communication is  
key!**



Feel free to print any of these slides, or the whole document, for future reference.

We will quickly go over everything to make sure you do not have any questions and fully understand FERPA.

We are so glad to have you!

Diana Schroeder