

# *Improving Student Outcomes by Supporting Paraprofessionals*

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Abstract: Explores IDEA guidance, supervision responsibilities, and one district's practical approach to preparing special education personnel.

The IDEA manual provides direction that districts are to "take measures to ensure that all personnel necessary to provide SpEd and related services are appropriately and adequately prepared." In addition, "the certified/licensed provider will generally be responsible for the supervision of all support staff who provide direct services to students with disabilities. What does that mean, and what does that look like? Come learn about one district's approach to IDEA outcome.



*SpEd Manual references will be from chapter 14 of the 2025 state manual currently going through the legislative approval process (pending rule considerations). The current manual is 2024 chapter 10.*

# Areas for Success



**Hiring,  
Supervising,  
& Evaluating**



**Professional  
Development**



**Budgeting**

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# **Section 1:**

## **Hiring, supervising, evaluating**



Paraprofessionals:  
The LEA may **employ**  
**paraprofessionals** who are  
appropriately trained and supervised  
to assist in the provision of special  
education and related services to  
students with disabilities **if they meet**  
**standards established by the SDE**  
**Idaho Department of Education.**

**(chptr 14)**

# Hiring & supervising

## Minimum hiring requirements

18 yr old and HS degree

32 post-secondary credits OR

Pass state approved assessment

Medicaid has additional categories such as:

- Technician
- Specialist (BA degree)
- Professional (MA degree)

## Appropriately trained & supervised

We would like to know the meaning/examples/definitions

- Discussion and decision based on district
- Manual does make reference about appropriate tasks/ job performance skills that are appropriate for them to perform.

**A teacher and/or a related service provider with appropriate certification or licensure who has been informed of his or her specific responsibilities related to a student's IEP has the primary responsibility to ensure the appropriate implementation of the IEP.**



**The certificated and/or licensed related service provider will generally be responsible for the supervision of all support staff who provide direct services to students with disabilities.**

**Forms:**  
**Hiring Application**  
[New Classified Para Orientation Sheet](#)  
[WorkStyle Inventory](#)  
[11. SpEd Support Staff Observation Form](#)

**Evaluation**  
[1. Paraprofessional Standards ISBOE ISDE 2024.docx](#)  
[2. Paraprofessional Evaluation Rubric updated 2024.docx](#)  
[3. Paraprofessional Evaluation Form updated 2024.docx](#)



## **Section 2: Professional Development.**

# Initial PD (district) Handbooks

- Instructional Support (paraprofessional) Staff Handbook of General Procedures
- Classified Instructional Staff Guidebook (updated 2024)
- <https://idahotc.com/Resources/File/RFFID/16961>
- SafeSchools online
- Timesheets
- General Schedule
  - Days of wk; hours/day/stdnts



**Initial (school/supervisor)**

- **Detailed schedule**
- **Building level info**

# “ Professional dev.

- Some district
- Some school/tchr based

## Sources:

- ITC website
- Books on educational items
- See slides at end



## PD forms:

10. SpEd On-the-Job Professional Development & Supervision Form

SpEd Professional Development Payroll Form



## Section 3: *Budgeting*



## Decide on:

- # of hours/person/year
- PD hourly rate + benefit costs = budget hourly rate
- Funding source

## Reminder:

- Some hours for new hires throughout the year
- Some staff may not need training hours; depends on when they complete training



- Tracking of PD for your employee records;
- Sign-in sheet to verify attendance;
  - cross reference to paysheet

# Take-away:

“Structure precedes compliance

Clarity leads to stability

Stability leads to trust

Trust leads to outcomes”

David Bateman

# Resources

# Resources

Job applications

[https://s3.amazonaws.com/scschoollfiles/4917/paraprofessional\\_application.pdf](https://s3.amazonaws.com/scschoollfiles/4917/paraprofessional_application.pdf)

[https://s3.amazonaws.com/scschoollfiles/4917/habilitative or behavior intervention application.pdf](https://s3.amazonaws.com/scschoollfiles/4917/habilitative_or_behavior_intervention_application.pdf)

Orientation Worksheet:

[New Classified Para Orientation Sheet](#)

On-the-job professional development & supervision

[10. SpEd On-the-Job Professional Development & Supervision Form](#)

PD payroll form

[SpEd Professional Development Payroll Form](#)

Observation form

[11. SpEd Support Staff Observation Form](#)

# Resources

[Instructional Support \(paraprofessional\) Staff Handbook of General Procedures  
Classified Instructional Staff Guidebook \(updated 2024\)](https://idahotc.com/Topics/Paraprofessionals)  
<https://idahotc.com/Topics/Paraprofessionals> (state para manual)

**Safeschools or Vector Solutions:**

<https://www.vectorsolutions.com/about-us/acquisitions/safeschools/>

<https://inclusiveschools.org/resource/online-resources-for-paraeducators/>

<https://exceptionalchildren.org/paraeducators?srsId=AfmBOopu4ClMcLMYg63gYwfJL5-1mx9eH91jUejhYfFJd1LM3hvp3FpD>

<https://nrcpara.org/>

<https://paracenter.org/>

# ITC website resources

role of para in Gen Ed classroom: <https://idahotc.com/Resources/View/RID/794>

paraprofessional & FERPA: <https://idahotc.com/Resources/View/RID/432>

paraprofessional: feedback for instruction <https://idahotc.com/Resources/View/RID/310>

Engagement for instruction: <https://idahotc.com/Resources/View/RID/889>

Providing explicit instructions <https://idahotc.com/Resources/View/RID/173>

AAC basics <https://idahotc.com/Resources/View/RID/464>

AAC implementing <https://idahotc.com/Resources/View/RID/312>

Introduction to using prompts to support skill acquisition

<https://idahotc.com/Resources/View/RID/1134>

Implementing evidence-based instructional practices

<https://idahotc.com/Resources/View/RID/462>

replacement behavior <https://idahotc.com/Resources/View/RID/757>

student praise info sheet <https://idahotc.com/Resources/File/RFFID/16964>

confidentiality info sheet <https://idahotc.com/Resources/File/RFFID/16963>