

Para-Professional Plan for Scheduling Elem Para's

Updated Spring of 2017

For the past several years the Elementary Principal has met with the Special Education staff to plan for the need for para-professionals for the upcoming school year. This meeting is typically conducted in late April or early May.

A needs assessment (prepared by the elementary principal- RTI Grade Level Sheets) serves as part of the data used to determine the needs for the coming year. Current caseloads (IEP's) of course have a strong bearing on decision.

Once the number and need for para-professionals has been determined that recommendation is passed on to the Superintendent for consideration. Ultimately this is a personnel issue which of course is a budget issue as well.

In the fall the paras are assigned a student (if student specific is a need) or a classroom/classrooms that they will be utilized. Students coming and leaving the school district can have a significant impact on the para schedule. The schedule is tweaked and revisited as needed throughout the school year. Para time is to work with kids is always the priority. If a para has some down time (student of class is out of room) we look to fill in those gaps with students from other classes.

Our paras work very hard and are a very important part of the success that we have at Wyndmere School.