



Prairie View Elementary School

Paraprofessional Expectations

In order to best support our students and staff, we have established expectations for our paraprofessionals.

- Be on time - Clock in on time and clock out on time we are not allowed to approve more than your hired hours, please do your best to ensure your time is exactly what you were hired for. If you do not know your hours, please ask Ally Wolf.
- Approve your time every week. If you are over time because of a missed clock out etc, please fill out a correction form in the office and sign it.
- Be diligent and respectful about the specific role and responsibilities you have.
- Do not put your hands on students. If you help toilet a student, be sure to let the nurse know you are in the restroom with the student.
- Be active and engaged with the students you are working with and supporting.
- Stay away from other staff members' personal belongings.
- Communication to parents is done by certified teachers only. No communication with parents in regard to student work/behavior (parents should **not** have your phone number for school purposes.)
- Be mindful of your voice levels when in the classroom. We don't want to be loud and interrupt teaching and learning from the teacher and/or other students.
- Handle things with professionalism and total confidentiality.
- If you need help with a student call Michelle Wells Ext 55000 from any school phone. Or Text her (574-343-3427) She will contact Sonya/Ally. (Texting Sonya/Ally may not result in help, they sometimes cannot check their phone).

Classroom Expectations & Professionalism

- Classroom teachers and paraprofessionals are a TEAM. As teachers, we believe that we have the ability to be a very powerful team of professionals. We can make a real difference in the lives of these children.
- It is important that we maintain a positive perspective concerning the classroom and students by refraining from gossip and criticism, and maintaining a positive attitude overall.
- If you have a problem or concern with someone, go directly to them and discuss it.
- If you have a concern with a student, speak to our special ed teachers, classroom teacher when there is a private moment, or Ally and Sonya.
- Do not share concerns about a student in front of them, or in front of other students or teachers.
- Remain open-minded
- Keep distractions in the classroom to a minimum—cell phones, email, side conversations, family matters, etc. We should not be on phones or computers for personal reasons.



Prairie View Elementary School

Paraprofessional Expectations

- If the classroom teacher is talking, you should not be talking. Encourage the student to listen to the teacher.
- Do not write for students. If you see they are struggling use hand over hand.
- Supervise the students at all times—hallway, bathroom, classroom, commons, playground as needed.
- Work with teachers to develop new ideas or schedules if or when needed.
- Operate and maintain classroom equipment like the classroom teacher would.
- Perform clerical tasks related to instruction when needed.
- Assist students with hygiene needs as necessary.
- Attend meetings when asked to or as needed.
- Represent the school in a positive manner at all times.
- Develop a rapport with each student.
- Help keep students accountable for keeping their materials and classroom clean and organized. This does not mean that you do these things for them. Encourage students to help with these habits.
- Student breaks should not last longer than 10 minutes (check with the Special Ed teacher about the number and length of breaks for each student). This is not an adult break.
- Model building wide and classroom expectations at all times.

Truly understand that we need each other to make the classroom work and support our students.

Attendance Expectations (from the Classified Staff Handbook):

- Please be mindful of the number of times you are absent.
 - We understand people get sick. We want you to take care of yourself, but we also want you here at work as much as possible.
 - Communication of absences needs to be communicated with Mrs. Sonya Imus as soon as possible. (574-238-1554)
 - If you are a Life Skills or Strive para, please use Willsub and contact Sonya.
 - All other paras - fill out the Google absent form as well. (Link is in newsletter.)
 - When absent, text message the sped teacher you work with and Sonya Imus.
- All PTO (paid time off) and sick time must be used before taking unpaid time.
- Unpaid time should not be used to extend holidays or breaks and should be approved through the employee's supervisor.
- Unpaid time should be entered in the Executime system by the employee.
- If you are unable to add PTO or Sick Time in Executime and you have the time to take please contact Payroll Kristi Miller is the payroll specialist. We are not able to fix these issues here at Prairie View.

Thank you for being a part of Prairie View!