

Michaela Safford's Classroom Paraprofessional Expectations

Classroom Philosophy:

In this classroom, we are a family. In this classroom, we put our best effort forward and strive to reach our fullest potential. All who step foot in this classroom shall be treated with respect and feel safe. All who step foot in this classroom will contribute to the classroom in a positive manner. All who step foot in this classroom will be here for the betterment of each and every student.

Expectations

Confidentiality:

- a. What happens in this classroom stays in this classroom. When a paraprofessional leaves this classroom, students will **not** be spoken of to other staff or students in a negative manner. Student situations will **not** be shared with other staff or students. *No one wants to feel unsafe, outcasted, or be judged for the rest of their life.*
- b. When a paraprofessional leaves this classroom, Miss Safford's instruction will **not** be spoken of with other staff in a negative manner. *Miss Safford is not perfect, and will always have room to grow.*
- c. The paraprofessional will **not** call about or discuss student situations with the student's parent/guardian because *a paraprofessional legally cannot do so.*
- d. Should there be concerns about a student or Miss Safford's instruction, the paraprofessional **will** address it with **Miss Safford**. *Miss Safford cannot address a concern or situation if she does not know about it.*

Communication:

- a. In any circumstance, whether it is a situation with a student or a personal situation, email or text will be the best way to communicate. Should it be urgent, go ahead and call Miss Safford. *It is important to have open communication because that is the only way that Miss Safford can best help the paraprofessional as a person and with students.*
- b. The paraprofessional and Miss Safford will discuss a non-verbal signal for Miss Safford to come relieve the paraprofessional should the paraprofessional feel overwhelmed and need a break from working with a student *It is important to take care of ourselves in order to be at our best for our students.*

Teaching Independence:

- a. In this classroom, we work on being independent, not codependent. Should a student be having a rough day for any reason, it **is** okay to talk to them about it (with permission from the student), and let them know that their emotions are recognized and we care about them. However, it is **not** okay to give them the “easy way out” due to their rough day. The student will need to utilize our various self-regulation strategies. Additionally, the student will still be responsible for participating in class, completing classwork, and assignments. *It is important that students learn how to self-regulate because rough days will never go away; they will experience them for the rest of their life, and they need to learn how to manage their emotions and focus on what they can control in the moment, and set the other to the side.*
- b. When it comes to students completing classwork, the paraprofessional will **not** do the work or freely give out answers; the students will do their own work. The paraprofessional **may** assist the students by guiding the students (i.e. suggesting methods that students can use to solve a problem). *It is important that students are doing the work because the one who does the work does the learning. In addition, if the paraprofessional does the work or gives answers, then what the student truly knows and does not know is not being displayed, and this will make it more difficult to help the student.*

Attitude:

- a. If a paraprofessional should have something go wrong in the morning or at any point during the day, the paraprofessional **will** communicate with Miss Safford about taking time to self-regulate before coming in, and therefore **will** leave any issues at the door of this classroom. In the event that the issue arises while in this classroom and overrides the paraprofessional's self-regulation, the paraprofessional **will** communicate with Miss Safford about stepping out of the classroom. *We will not always be in the best of moods or have the best attitudes. However, our attitudes can create a ripple effect. Therefore, it is important that we are able to recognize our emotions and self-regulate so that we do not let our attitude spill onto a student because it could and most likely will affect the student, which will affect another student.*

Behavior Plans:

- a. If/when a paraprofessional is filling out behavior plans, Miss Safford's instructions **will** be followed. For each student who has a behavior plan, there will not only be each student's behavior plan, but also a sheet provided with explicit information on how each behavior plan is to be filled out. Miss Safford will hold training sessions to discuss the details of the behavior plans and how to fill them out. *It is important that we are consistent in how the behavior plans are filled out. Additionally, going back to the “Teaching Independence” section, students **will** still be held accountable for their actions, regardless of what situations have occurred.*

Additional Notes

If a paraprofessional has any expectations of Miss Safford, would like to discuss further, or any questions, please list them here. This document can be emailed back to Miss Safford or dropped by her classroom.

Thank you for being a part of this classroom!

Please sign and date below.

Paraprofessional: _____

Date: _____

Classroom Teacher: _____

Date: _____