

Template 1: Para Work Plan Template

Purpose: Assign clear, meaningful tasks aligned to student goals and classroom needs.

Date	Time Block	Task Description	Linked Student/Goal	Notes/Instructions
MM/DD	9:00–10:30 AM	Organize IEP goal tracker binders	Student A – Reading Fluency	Use colored tabs for each goal
MM/DD	10:30–11:15 AM	Prep math center materials	All – Accommodations	Laminate and cut task cards

Template 2: Paraprofessional Task Menu

Purpose: Provide a bank of high-impact, repeatable tasks for paraprofessional use during independent work time or non-relevant PD sessions.

Data & Progress Monitoring

- Enter goal progress into tracker
- Organize data sheets by student
- Print blank progress forms

Instructional Support

- Prep adapted materials
- Print and cut visuals/social stories
- Set up classroom centers

Documentation & Communication

- Draft family notes
- Reflect on student engagement or strategies
- Prep sub notes or visual supports

Template 3: Para Time Log & Reflection

Purpose: Promote ownership and encourage reflective practice around productivity and student impact.

Date	Task Completed	Time Spent	What went well?	What support do I need?
MM/DD	Entered data + prepped materials	90 minutes	I finished quicker than expected	Need more binders for trackers