## 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 |