Paraeducator Task Preparation / Confidence Inventory

Directions for the Paraeducator: Complete this form by considering your own preparation and confidence to perform each task. Decide how prepared and confident you feel for each task / duty. Check 1 if you are unprepared to do the task and want / need training in order to begin. Check 2 to show that you may begin doing the task, but need further instruction. Check 3 or 4 to show that you want more training to improve your skill. Check 5 if you feel well prepared and confident.

Supervision of Groups of Students
1. Assist individual students on arrival or departure (specify _____) .................. 1 2 3 4 5
2. Supervise groups of students during lunch ................................................. 1 2 3 4 5
3. Supervise groups of students during recess .............................................. 1 2 3 4 5
4. Supervise groups of students loading / unloading buses .......................... 1 2 3 4 5
5. Monitor students during hall passing periods ........................................... 1 2 3 4 5
6. Escort groups of students to bathroom, library, gym, etc. ....................... 1 2 3 4 5
7. Accompany students to therapy sessions, individual appointments, etc. 1 2 3 4 5
8. Teach appropriate social behaviors in common areas ................................ 1 2 3 4 5
9. Carry out behavior management ............................................................... 1 2 3 4 5
10. Participate in classroom behavioral system as directed ............................ 1 2 3 4 5
11. Provide reinforcement /support in IEPs / behavior plans ...................... 1 2 3 4 5
12. Mediate interpersonal conflicts between students .................................... 1 2 3 4 5
13. Provide instruction to students on how to mediate their own conflicts ..... 1 2 3 4 5
14. Provide cues, prompts to students who are mediating conflicts ............. 1 2 3 4 5
15. Provide physical proximity for students with behavior problems .......... 1 2 3 4 5
16. Circulate in classroom to provide behavioral supports where needed ...... 1 2 3 4 5
17. Enforce class and school rules ................................................................. 1 2 3 4 5
18. Assist students who are self-managing behavior (e.g. provide cues, prompts) 1 2 3 4 5
19. Help students develop / self-monitor organizational skills ..................... 1 2 3 4 5
20. Provide cues, prompts to students to use impulse / anger control strategies ...... 1 2 3 4 5
21. Provide cues, prompts to students to employ specific prosocial skills ...... 1 2 3 4 5
22. Teach pro-social skill lessons ................................................................. 1 2 3 4 5
23. Facilitate appropriate social interactions among students ..................... 1 2 3 4 5
24. Assist other students in coping with the behaviors of specific students ... 1 2 3 4 5

Delivery of Instruction
25. Conduct drill & practice activities (e.g. vocabulary, math facts, articulation protocols) .......................................................... 1 2 3 4 5
26. Read / repeat tests or directions to students .......................................... 1 2 3 4 5
27. Read with students (specify techniques ____________) [e.g. guided oral reading, neurological impress, repeated readings, choral reading] ........................................ 1 2 3 4 5
28. Help students complete written assignments ........................................... 1 2 3 4 5
29. Give objective tests (e.g. spelling, math) .................................................. 1 2 3 4 5
30. Assist students to compose original work (e.g. stories, essays, reports) .... 1 2 3 4 5
31. Tape record stories, lessons, assignments ............................................. 1 2 3 4 5
32. Create individualized instructional materials according to the adaptation list provided or specific directions (e.g. lesson plans, IEPs) ........................................... 1 2 3 4 5
33. Read to students (specify _____ [e.g. texts material, stories]) .................. 1 2 3 4 5
34. Listen to students reading orally ............................................................ 1 2 3 4 5
35. Help students’ work on individual projects ............................................ 1 2 3 4 5
36. Facilitate students’ active participation in cooperative groups .............. 1 2 3 4 5
37. Help students select library books / reference materials ...................... 1 2 3 4 5
38. Help students use computers (specify purpose______)[e.g. keyboarding, drill & practice, composing written assignments, printing, Internet] .................................... 1 2 3 4 5
39. Translate instruction / student responses (e.g. sign or other language) ........2 3 4 5
40. Translate directions into other language for student(s) (e.g. ASL) ...........2 3 4 5
41. Translate teacher made materials / text materials into another language ...2 3 4 5
42. Use another language (e.g. sign, Spanish), to discuss and elaborate on concepts that have been taught in English .................................................................2 3 4 5
43. Carry out lessons on field trips as directed ...........................................1 2 3 4 5
44. Monitor student performance as directed ............................................1 2 3 4 5
45. Re-teach / reinforce instructional concepts introduced by teachers to small groups or individual students .................1 2 3 4 5

Data Collection / Reporting
46. Observe and record student progress in academic areas .....................1 2 3 4 5
47. Observe and record individual student behaviors ................................1 2 3 4 5
48. Observe and record student health needs ............................................1 2 3 4 5
49. Observe and record student food / liquid intake ..................................1 2 3 4 5
50. Observe and record student bathroom use / needs ............................1 2 3 4 5
51. Observe and record student communication skills, adaptive equipment 1 2 3 4 5
52. Observe and record student social interactions / initiative, etc. ............1 2 3 4 5
53. Observe and record behavior of classes, large, or small groups ..........1 2 3 4 5

Activity Preparation / Follow-up
54. Find / arrange materials / equipment (e.g. mix paints, set up lab materials) .... 1 2 3 4 5
55. Adapt materials / equipment as specified for particular student ............1 2 3 4 5
56. Construct learning materials as directed .............................................1 2 3 4 5
57. Prepare classroom displays .................................................................1 2 3 4 5
58. Order materials and supplies .............................................................1 2 3 4 5
59. Organize classroom supplies / materials ..........................................1 2 3 4 5
60. Operate equipment (e.g. tape recorders, VCRs, overhead projectors) ......1 2 3 4 5
61. Make audio and/or visual aids (transparencies, written notes, voice notes etc.) 1 2 3 4 5
62. Schedule guest speakers / visitors as directed ....................................1 2 3 4 5
63. Help prepare and clean up snacks .....................................................1 2 3 4 5
64. Help students clean up after activities .............................................1 2 3 4 5
65. Distribute supplies / materials / books to students ............................1 2 3 4 5
66. Collect completed work from students / return papers to students .......1 2 3 4 5
67. Make field trip arrangements (e.g. schedule buses, notify cafeteria) .......1 2 3 4 5

Ethical Practice
68. Maintain confidentiality of all information regarding students ............1 2 3 4 5
69. Respect the dignity of every child at all times ...................................1 2 3 4 5
70. Report suspected child abuse according to the law, local policies, procedures 1 2 3 4 5
71. Abide by school district policies, school rules, and team standards in all areas 1 2 3 4 5
72. Communicate with parents and families only as directed by the teacher ........1 2 3 4 5
73. Provide accurate and timely information about the student to those who have know [e.g. team members] .............................................................1 2 3 4 5
74. Carry out all assigned duties responsibly, in a timely manner ..............1 2 3 4 5
75. Protect the welfare and safety of students at all times .......................1 2 3 4 5
76. Maintain composure / emotional control while working with students ....1 2 3 4 5
77. Demonstrate punctuality, good attendance, and report absences as directed ........1 2 3 4 5
78. Maintain acceptable hygiene and appearance ....................................1 2 3 4 5
79. Protect the privacy and dignity of school staff members, team members, co-workers, other adults in the school ........................................1 2 3 4 5
80. Accept assigned tasks graciously .....................................................1 2 3 4 5
81. Request direction, instruction, or guidance for new or unfamiliar tasks ..........1 2 3 4 5

**Team Participation / Membership**

82. Meet with team as scheduled / directed .............................................................1 2 3 4 5
83. Participate in team meetings by contributing information, ideas, and assistance1 2 3 4 5
84. Participate in team meetings by listening carefully to the ideas of others ........1 2 3 4 5
85. Engage in appropriate problem-solving steps to resolve problems...............1 2 3 4 5
86. Engage in mature conflict management steps / processes ...............................1 2 3 4 5
87. Use appropriate communication actions in adult-adult interactions ............1 2 3 4 5
88. Respect the dignity of other adults .................................................................1 2 3 4 5
89. Participate in learning activities as specified in growth and development plan ...1 2 3 4 5
90. Participate in school wide growth and development activities as specified.....1 2 3 4 5

**Clerical Work**

91. Take attendance .................................................................................................1 2 3 4 5
92. Type reports, tests, IEPs, assessment reports ..................................................1 2 3 4 5
93. Make copies........................................................................................................1 2 3 4 5
94. Sort and file student papers .............................................................................1 2 3 4 5
95. Record grades ...................................................................................................1 2 3 4 5
96. Collect fees, i.e. lab, book, milk, activity, etc. ..................................................1 2 3 4 5
97. Correct assigned student-lessons / homework ...............................................1 2 3 4 5
98. Grade tests........................................................................................................1 2 3 4 5
99. Help with paperwork to facilitate parent-teacher appointments ..................1 2 3 4 5
100. Inventory materials and fill out routine forms Maintain files for IEPs, assessment reports, other program reports.................................................................1 2 3 4 5
101. Maintain databases of student information....................................................1 2 3 4 5

**Health / Personal Related Services**

102. Assist students using the restroom ................................................................1 2 3 4 5
103. Change diapers...............................................................................................1 2 3 4 5
104. Clean up after student accidents ...................................................................1 2 3 4 5
105. Help students with health related services as directed by school nurse (e.g. trach tube suction, nebulizer treatments) .................................................1 2 3 4 5
106. Help student(s) eat, mix food, feed (e.g. G-tube) ..........................................1 2 3 4 5
107. Transfer, turn, position, lift students ...............................................................1 2 3 4 5
108. Assist student to use wheelchair, stander, other mobility devices................1 2 3 4 5
109. Check functioning of equipment (e.g. hearing aid batteries, oxygen tank) ....1 2 3 4 5
110. Dispense medication to students according to health plan, as directed by nurse1 2 3 4 5

**Other**

111. Attend IEP meetings ......................................................................................1 2 3 4 5
112. Participate in unit, lesson, individual student planning sessions with teacher....1 2 3 4 5
113. Attend parent-teacher conferences ...............................................................1 2 3 4 5
114. Communication with families (specify ___________________) ..........................1 2 3 4 5
115. Contribute unique skills and talents (specify ___________________) .................1 2 3 4 5
116. Attend after school activities (specify ___________________) ............................1 2 3 4 5