What is my role?

One of the first opportunities to use your assertive skills is in finding out exactly what your job roles and functions are. Even though this exercise is based on an educational setting, all paraeducators can use it as a model to work out job roles with a supervisor.

Use the questions to interview a current supervisor. If you are not currently in a paraprofessional position, interview someone in a setting in which you are interested.

1. What is my daily routine or schedule?
2. What is the schedule or routine for the individuals with whom I will be working?
3. What are my regular/special duties for the day?
4. What resources are available to me for extra support?
5. What student/client records are available to me?
6. What student/client information must I keep confidential?
7. What student/client information can I share and with whom?
8. What should I do if a student/client tells me he or she has been abused or if I suspect abuse has occurred?
9. What is expected of me in terms of discipline?
10. What records am I responsible for keeping?
11. Where supplies are kept and who has access to them?
12. What equipment is available and how do I gain access to it?
13. Do I have more than one person supervising me and giving me direction? How is my time divided? Who is my supervisor?
14. What line of communication and authority should I follow?
15. To whom should I bring questions concerning policy issues?
16. What kind of communication and relationships should I have with clients'/students' parents?
17. If I have interpersonal problems on the job, to whom should I go?
18. How do those on staff view the role of paraprofessional?
19. What are the emergency procedures?
20. What are the most significant safety regulations I must know?