Checklist for Paraprofessionals

Name: ___________________________ Date: ___________________________

Directions: This checklist can be used to prepare to work with students in an instructional setting. Use it now to review the steps, and keep it in your portfolio for future reference.

Preparing for Instruction

____ Have I reviewed the instructional plan?
____ Do I feel adequately prepared to use the instructional techniques?
____ Do I know how to begin the instructional session?
____ Do I know what to do when the student responds appropriately?
____ Do I know how to handle inappropriate responses?
____ Am I prepared for off-task behavior?
____ Do I understand the recording procedure?
____ Do I have the materials ready?
____ Do I know how to handle the materials?
____ Do I have the site arranged efficiently?
____ Is the site comfortable for the student and me?
____ Do I know how to conclude the instructional session?

After the Instructional Session

____ Have I recorded behavioral observations about the student?
____ Have I completed the record of the student’s performance?
____ Am I ready to evaluate the session with my supervisor?

The information in this reinforcement is adapted with permission from Project PARA (n.d.). Paraeducator Self Study Program. Retrieved on June 19, 2002, from Project PARA Web site: http://para.unl.edu/default.html