Teacher Needs Preference Inventory

Directions: Teachers/supervisors should fill out this inventory to describe their current job responsibilities. For each of the responsibilities below, check the box that most closely reflects your role.

### Instructional Support

- Observe and record student progress.
- Help students practice math to reinforce lessons.
- Help students with assignments.
- Help with listening activities.
- Modify written materials to meet student needs.
- Read to students.
- Tape record lessons and assignments.
- Help students work on projects assigned in regular classroom.
- Assist students with self-help skills (grooming, etc.).
- Help plan daily activities for students.
- Assist in developing behavioral objectives.
- Assist in testing students.
- Talk with students about careers.
- Accompany students to community training sites.
- Assist students in learning transportation skills.
- Support students in learning job skills.
- Help non-English speaking students with vocabulary.
- Attend IEP Meetings.

### Resource Support

- Help find materials needed for teaching.
- Help develop learning centers.
- Help manage learning centers.
- Prepare classroom displays.
- Make bulletin board displays.
- Make instructional games.
- Help order materials and supplies.
- Organize supplies in classroom.
- Put lessons on chalkboard.
- Operate tape recorders, videotape players, etc.
- Set up and run filmstrips, films, and overhead.
- Make visual aids (transparencies, posters, etc.)
- Schedule guest speakers.
Core Competency Unit 1K3B: Understanding of the distinctions between roles and responsibilities of professionals, paraprofessionals, and support personnel.

Classroom Organizational Support

- Supervise students on arrival or departure.
- Supervise students during lunch.
- Supervise students during recess.
- Supervise students loading buses.
- Work with general education teachers to help include students.
- Escort students to bathroom, library, etc.
- Accompany students to physical therapy, etc.
- Help contact parents (send notes, progress reports).
- Get materials ready for activities (mix clay, etc.).
- Help prepare and clean up snacks and lunch.
- Help students clean up after activities.
- Distribute supplies and books to students.
- Collect completed work.
- Assist students with health needs.
- Prepare and arrange room for the teacher.

Behavior Management Support

- Supervise time-out.
- Observe and chart student behavior.
- Give positive reinforcement and support.
- Manage conflicts between students.
- Provide close supervision for students with challenging behaviors.
- Circulate in classroom to provide support.
- Make sure class and school rules are followed.
- Assist students who are self-managing behavior.
- Help students develop organizational skills.

Clerical Support

- Take attendance.
- Type reports, tests, seat work.
- Operate copier, fax, etc.
- Sort and file student papers.
- Record grades.
- Collect fees, i.e. book, milk, activity, etc.
- Correct assigned student lessons.
- Grade and record objective tests.
- Help with paperwork to facilitate parent-teacher appointments. Inventory materials/fill out forms.
- Arrange field trips.