

# Initial Paraprofessional Training

Northern Lights Co-op (2015-16)

# Purpose of Training

Districts use various methods for new employee orientation. Minn. Stat. § 125A.08 includes paraprofessional training requirements. This training satisfies the required training for newly hired paraprofessionals.

# Special Education

## *Description*

### *Is*

### *Is Not*

Specialized instruction

Extra help

Level of support

A place

Planful and accountable

Solely determined by a diagnosis

# Special Education

## *Process*

Interventions in General Education

Evaluation

Collect Data, Determine Need, Determine Eligibility

There are 13 areas of eligibility in MN, these are most prevalent.

***DCD*** developmentally cognitively disabled

***EBD*** emotional/behavior disorder

***OHD*** other health disabilities

***SLD*** specific learning disabilities

# Special Education

## *Process*

### Individual Education Plan (IEP)

Goals, Objectives, Services, Accommodations/Modifications

### Progress Reporting

IEPs are written annually

Students receive a comprehensive evaluation at least every 3 years

# Roles and Responsibilities

*(continued)*

The role of the paraprofessional is to:

Reinforce

Re-teach

Behavior Management

Provide Curriculum Support

Follow the directives of the Case Manager,  
(which are developed by the IEP- which is a legal

document.)

# Roles and Responsibilities

*(continued)*

Follow the directives of the Case Manager,

- which are developed by the IEP
- which is a legal document
- direct parent to visit with Case Manager for all communication relating to the student
- confidentiality
  - with your student
  - other students

# Roles and Responsibilities

*(continued)*

*Reinforce - to support*

strengthen skills

strategies, methods-plans, approach,  
practice

implement accommodations/modifications



# Roles and Responsibilities

*(continued)*

*Behavior Management*

safety

collect data

# Independence

Your role is to empower students and enable them to increase their independence, in a manner that assists while not interrupting.

# Roles and Responsibilities

*summary*

Provide appropriate support in the classroom

Follow directives of the teacher

Minimize distraction in the classroom

Clarify expectations with each teacher

Materials

Schedules

# Confidentiality

*Educational Records* includes information that is directly related to a student kept in any recorded manner - including special education.

*Personally Identifiable Information* is information that is directly linkable that could be harmful if fallen into wrong hands (SSN, family, etc)

# Confidentiality

*continued*

Contact from county agency, attorney, etc.

Do Not Respond.

Inform Case Manager

# Confidentiality

*continued*

Protect your own boundaries. Be wary of handing out your personal cell phone number, and discussing student information with parents.

Information regarding students and programming should be shared by the teacher.

# Confidentiality

*continued*

Pay attention to cell phone use, social media, emails, conversations with family and friends.

Preserve the rights of students by being aware of surroundings and visitors.

***Be aware of “link-ability”.***

# Vulnerability

Vulnerability is defined as open to injury or attack.

*How could a student identified as DCD be vulnerable?*

*How could a student identified as SLD be vulnerable?*



# Vulnerability

Be aware of physical, social, academic, and communicative vulnerability.

Make sure students' voices are heard and rights upheld.

# Vulnerability

Developing, practicing, and securing ***self advocacy skills*** is an effective strategy to overcome vulnerability.

# Infinitec Modules

Follow up with *Infinitec* modules

Log-in

View online presentation

Take quiz

Submit quiz results to your building principal

# Log-In

# myinfinitec.org

The screenshot shows a web browser window with the URL [www.myinfinitec.org](http://www.myinfinitec.org). The page features the Infinitec logo with the tagline "infinite potential through technology". A navigation menu includes Home, Resources, Online Classroom, Member Center, Services, Calendar, Downloads, App Search, and About Infinitec. A search bar and "Sign In" and "Register" buttons are visible in the top right. A red circle highlights the "Register" button, and a red arrow points to it from the top right corner of the browser window. Below the navigation menu, there are sections for "Quick Links" (with a "HELP" button and contact information for the Help Desk), "Follow us on Twitter: @MyInfinitec" with an RSS Feed icon, "Headlines" (welcoming users to the website and providing contact information for the helpdesk), and "Upcoming Events" (listing events for August 28, 2015, September 8, 2015, and September 9, 2015).

My Drive - Google Drive x (independent) Initial Para x (presented copy of) Initial x myInfinitec - Home x

www.myinfinitec.org

Search Sign In Register

**Infinitec**  
infinite potential through technology

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**Quick Links**

**HELP** Do you need Technical Support ?

Contact our Help Desk  
Email : [Click HERE](#)  
Phone: 1-800-361-0270

Do you need help registering?  
Download the Registration instructions [HERE](#).

Do you have questions about webinars? Here are two documents to help.

**Follow us on Twitter: @MyInfinitec**

**Headlines** [RSS Feed](#)

**WELCOME TO THE MYINFINITEC WEBSITE!**

Infinitec stands for infinite potential through technology. We aim to advance independence and promote inclusive opportunities for children and adults through technology. Within this website you will find on-demand professional development, curriculum supports and professional learning opportunities. Click the Register button in the top right corner of the screen to begin your exploration of our distinctive compendium of teaching resources.

If you have questions, resources to help you are under Quick Links to the left. Need more help? Does something not work as expected? Did you find a broken link? Contact our helpdesk by email at [infinitecwebsupport@ucpnet.org](mailto:infinitecwebsupport@ucpnet.org) or give us a call toll free at 800-361-0270.

**Upcoming Events** [View All](#)

**Events**

**August 28, 2015**  
**INFINITEC NORTH**  
9:00 AM CDT - 11:00 AM CDT  
and SEDOL Coalition Liaison Meeting - 1st Q

**September 8, 2015**  
**INFINITEC SOUTHWEST**  
1:30 PM CDT - 3:30 PM CDT  
Coalition Liaison Meeting - 1st Q

**September 9, 2015**  
**INFINITEC MIDSTATE**  
9:00 AM CDT - 11:00 AM CDT

# Register *Use your District Name*

www.myinfinitec.org/home;jsessionid=39FAE3091F33C04E78182BDE8140AEAB?p\_p\_auth=wGrqcE60&p\_p\_id=58&p\_p\_

Home

Resources

Online Classroom

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About Infinitec

## Please fill out all fields.

Your screen name will be used to log in to myInfinitec. We recommend you use your first initial and last name for screen name, with no spaces or special characters.

Screen Name

First Name

Last Name

Email Address

Birthday

January  1970

Gender

Employment Status

This year we have changed our list of positions. Please select the title or titles that best describe your professional role.

Position

- Administrator
- AT Specialist
- Behavior Specialist
- Case Manager
- Consumer
- COTA
- Curriculum Director
- Direct Service Provider
- Gen Ed Teacher

To select multiple values, hold the CTRL key (PC) or CMD key (Mac) while selecting items.

Age Level Served

- Early Childhood
- Elementary
- Secondary
- Adult
- Early Intervention
- Junior High
- Middle School

State

Annually we need to confirm which district, co-op or other educational agency you work for. Begin typing the name or number of the AGENCY WHERE YOU ARE EMPLOYED into the field below and select the correct agency from the list.

District/Co-op

Counties Served

To select multiple values, hold the CTRL key (PC) or CMD key (Mac) while selecting items.

# Online Classroom: (Resource) Commonly Required Presentations

The screenshot shows a web browser at the URL [www.myinfinitec.org/online-classroom](http://www.myinfinitec.org/online-classroom). The navigation menu includes Home, Resources, Online Classroom (highlighted in yellow with a red arrow), Member Center, Services, Calendar, Downloads, App Search, and About Infinitec. The main content area features a large video player with a play button and the text "flowplayer © 2008-2010 Flowplayer Ltd". To the right, the heading "Welcome to the Online Classroom" is followed by the text "Presented by Infinitec". Below this, a paragraph explains how to use the resource selector and various presentation options like "PLAY VIDEO", "TAKE QUIZ", and "VIEW QUIZ RESULTS". A link for "Online Classroom Catalog" is provided. Resource details include "Resource: Archived Webinars", "Learning Credits: 0", and "Playing Time: 0:00". At the bottom, there are buttons for "Play Video" and "Review Quiz Results" (with a green checkmark), a resource selector dropdown menu currently set to "AAC" (highlighted in yellow with a red arrow), and a pagination control showing "1 2 3" with "next" and "last" links.

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## Welcome to the Online Classroom

*Presented by Infinitec*

Click on the RESOURCE selector below to browse videos from different categories. Click on the page numbers to the right of the RESOURCE selector to browse additional pages. Click on any presentation to view a description. Click PLAY VIDEO to view the selected presentation. If a quiz is available for a presentation, you can click on the TAKE QUIZ link for the presentation to check your understanding of the topic. Click on VIEW QUIZ RESULTS to view and print your history of quiz results as well as certificates. CLICK PLAY VIDEO TO WATCH A SHORT TUTORIAL ABOUT THE ONLINE CLASSROOM.

Click the link below to view a complete catalog of presentations available within the online classroom.

**Online Classroom Catalog**

Resource: Archived Webinars  
Learning Credits: 0  
Playing Time: 0:00

[Play Video](#) [Review Quiz Results](#)

Resource: AAC

<< first < prev 1 2 3 next > last >>

# Commonly Required Presentations

← → ↻ www.myinfinitec.org/online-classroom ☆

## Welcome to the Online Classroom

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[Online Classroom Catalog](#)

Resource: Archived Webinars  
Learning Credits: 0  
Playing Time: 0:00

[Play Video](#)  [Review Quiz Results](#)

Resource: **Commonly-Required Presentations** <v>

<< first < prev **1** 2 3 4 5 next > last >>

### What is ADHD?

- Neurobehavioral disorder
- Causes:
  - Genetic level of inheritance

### Airborne Illness

Tuberculosis (TB)

### Back Care Safe Lifting

### Transfer Training

Free Webinar  
Book Your Course >

### ANTI-HARASSMENT TRAINING







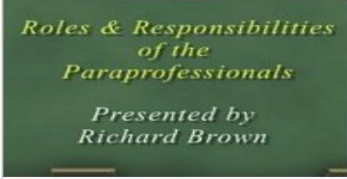
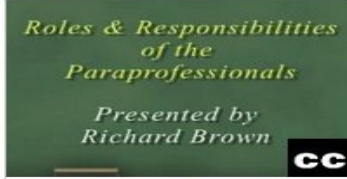

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# View Videos-Roles and Responsibilities

← → ↻ www.myinfinitec.org/online-classroom ☆

Resource: Commonly-Required Presentations << first < prev 1 2 3 4 5 next > last >>

 <p><b>Gang Resistance</b> Presented by Infinitec Learning Credits: .75 Playing Time: 24:17 <a href="#">More Information</a>   <a href="#">Take Quiz</a></p>	 <p><b>Harassment Prevention</b> Presented by Infinitec Learning Credits: .5 Playing Time: 17:04 <a href="#">More Information</a>   <a href="#">Take Quiz</a></p>	 <p><b>MANAGING FOOD ALLERGIES IN THE SCHOOL SETTING</b>  <b>Managing Food Allergies, Anaphylaxis and EpiPen Administration</b> Presented by Heather Miller, M.S., CCC-SLP Learning Credits: .5 Playing Time: 28:17 <a href="#">More Information</a>   <a href="#">Take Quiz</a></p>	 <p><b>Mandated Reporting Child Abuse &amp; Neglect</b> Presented by Infinitec Learning Credits: 0.5 Playing Time: 10:30 <a href="#">More Information</a>   <a href="#">Take Quiz</a></p>
 <p><b>PRIVACY IN EDUCATION UNDERSTANDING FERPA AND HIPAA</b> Presented by Infinitec</p> <p><b>Privacy in Education: Understanding FERPA and HIPAA</b> Presented by Infinitec</p>	 <p><b>Roles &amp; Responsibilities of the Paraprofessionals</b> Presented by Richard Brown</p> <p><b>Roles &amp; Responsibilities of the Paraprofessional</b> Presented by Richard Brown</p>	 <p><b>Roles &amp; Responsibilities of the Paraprofessionals</b> Presented by Richard Brown</p> <p><b>Roles &amp; Responsibilities of the Paraprofessional - Closed Caption Version</b></p>	 <p><b>Seclusion and Restraint</b> <b>Emergency Safety Intervention (ESI)</b> Presented by Infinitec</p> <p><b>Seclusion and Restraint (Emergency Safety Intervention- ESI)</b></p>

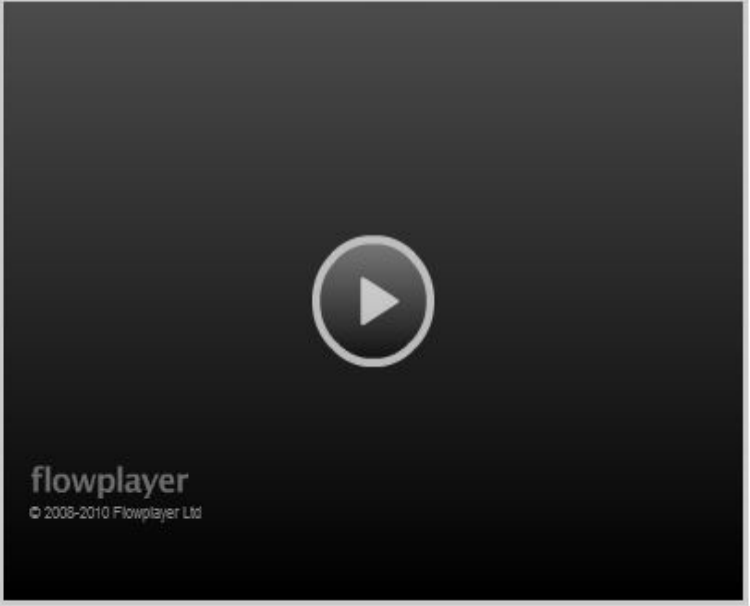
↓



# View - Take Quiz - Review/Print Results

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www.myinfinitec.org/online-classroom#videoTop



## Roles & Responsibilities of the Paraprofessional

*Presented by Richard Brown*

Video provides a delineation of the roles of the parapro versus certified staff. It also highlights use of cell phones, appropriate dress, discussion about students and more.

Resource: Commonly-Required Presentations  
Learning Credits: .5  
Playing Time: 21:53

[Play Video](#) [Take Quiz](#) [Review Quiz Results](#)

↑ ↑ ↑

Resource: Commonly-Required Presentations ▾

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# View Presentations

1. Mandated Reporting *Child Abuse & Neglect*  
[10:30 min]
2. Roles and Responsibilities of the  
Paraprofessional by Richard Brown [21:53 min]
3. Student Confidentiality (FERPA) [7:24 min]

# Take Quiz

Take the quiz after viewing each presentation. Review quiz results, print, and submit to your building principal.

For further information: [www.nlsec.k12.mn.us](http://www.nlsec.k12.mn.us)  
(218) 879-1283