



Training Manual

The Paraeducator Handbook has been designed as both a resource and a training tool. Ideally, this book will be distributed to paraeducators at an orientation/training session during which the contents would be reviewed. After the orientation session, the handbook would serve as a resource. The "Notes and good ideas" pages will serve as a professional journal, a place to write down important notes that relate to each of the handbook's topics.

The Paraeducator Training Manual provides a thorough and comprehensive plan for training that covers all of the topics in the handbook. Lesson outlines and activities are included so you can plan a workshop that will be a valuable orientation session for paraprofessionals.

Whenever possible, we have added a variety of activities from which to choose. Every school setting is different, and with this in mind, we have included suggestions for ways to present the workshop material, from a series of short sessions to an all-day session.

In addition, you will find suggestions for independent study – a plan for each paraeducator to use the handbook as a resource for information, reflection, professional development and self-evaluation.

The following icons are used to help you identify specific sections of the training plan:



Purpose



Materials



Activities



Directions to Trainer



Notes to Trainer



What I'll Take Away