

TIPS for Para-educators

21 QUESTIONS TO ASK YOUR SUPERVISOR THE FIRST WEEK ON THE JOB

- 1) What are my hours?
- 2) When do pupils come? When do they leave?
- 3) What are my special and regular duties?
- 4) What records am I responsible for keeping?
- 5) What schedules am I responsible for following?
- 6) What emergency provisions apply to my situation?
- 7) What are the most significant playground regulations?
- 8) For what lunchtime activities will I be responsible?
- 9) Where are the supplies kept and how do I obtain what I need?
- 10) What equipment is available to me and how do I access it when needed?
- 11) What line of communication and authority am I to follow? (chain of command)
- 12) If I am working with more than one teacher, how will my time be divided?
- 13) What student records are available to me?
- 14) To whom should I direct questions concerning school policy?
- 15) With whom should I discuss a problem concerning relationships with teachers, other para-educators and/or students?
- 16) What should be my response when a parent raises a question about his/her child's functioning in the classroom?
- 17) What is expected of me in terms of student discipline?
- 18) How do you, my supervisor, view the teacher/para-educator relationship?
- 19) Where is my "spot?" Where will I keep my materials and have a place to work?
- 20) When my supervisor or the teacher I support is absent, how will my role change?
- 21) What will I be expected to do that is not on my job description?