Classroom Orientation Checklist
For Paraeducators

A. Position Review	Yes	No
1. Workday responsibility / What to do if a substitute is needed.		
2. Review job description and expectations.		
3. Classified Handbook: benefits, leaves, method of payment, overtime, evaluation.		
4. Review calendar.		
5. Frequently asked questions.		
6. Forms.		
B. School Information	**Yes**	**No**
1. School policies.		
2. School tour/map of school.		
3. Programs operating in school.		
4. Location and use of equipment and supplies.		
5. Fire/tornado drills, emergency exits, etc.		
6. Where to park.		
7. Start and stop times.		
C. Classroom Orientation	**Yes**	**No**
1. Student characteristics.		
2. Grouping strategies.		
3. Classroom rules.		
4. Physical arrangement of the classroom.		
5. Teacher characteristics.		
6. Confidentiality Instruction / Ethics.		
7. Work assignments.		
8. Job expectations.		
9. Daily routines.		
10. Location of materials.		
11. Instructional strategies employed in classroom.		
12. Student evaluation procedures.		
13. Supervision guidelines.		
14. Paraeducator evaluation procedures.		

My supervising teacher and I have reviewed the above items and I understand his/her expectations of my performance in these areas.

Teacher _____ Date _____ Paraeducator _____ Date _____

Adapted from Lincoln Public Schools Paraeducator Notebook. (undated). Lincoln, NE: Lincoln Public Schools.

8/05 jj