

## Required Paraeducator Inservice Training

The following is a list of training that all paraeducators need to have completed by May 1, 2013. This requirement is being implemented to assure that our paraeducators all have the same core skills. **Not all workshops will be offered every year.** Document all your inservice training on [mylearningplan.com](http://mylearningplan.com)

### First Year Paraeducators with 20 hours inservice requirement

From the website <http://www.newton.k12.ks.us/sped/para.html>

- Paraeducator Job Description
- Core Competencies & Ethics
- Confidentiality and Laws
  - FERPA
  - IDEA
- Establishing Team Work(.pdf)
- PD Now! (ProVenance) Required Modules for New Paras 102, 103, 104, 105, 106, 107

### Paraeducators with 10-20 hour Inservice Requirement

To be completed by **5/1/2013**

Direct Instruction Reading Training – must attend in person (for paras who work in classrooms with an academic focus)

Behavior Management Parts I and II (attend both days in the same year)

- PD Now! Modules 110, 117, 123, 124, 161, 168, 169, 182, 197, 204 (all) may be substituted for Behavior Management Parts 1 and II if post tests are completed with 80% mastery

Instructional Teamwork Part I and II (attend both days in the same year)

- PD Now! Modules 101, 111, 112, 113, 115, 158, 180, 213 (all) may be substituted for Instructional Teamwork Part I and Part II if post tests are completed with 80% mastery

Phonemic Awareness and Phonics – must attend in person

Vocabulary, Fluency and Comprehension

- PD Now! Modules 118, 130, 131, 132, 133, 162, 163 (all) may be substituted for Vocabulary and Comprehension if post tests are completed with 80% mastery

## **Paraeducator Handbook**

**<http://www.newton.k12.ks.us/sped/para.html>**

Paraeducators must obtain their required inservice hours for the school year by May 1. All items must be entered in *mylearningplan.com*. Paraeducators are eligible for re-hire if the required inservice hours are met for the preceding school year by May 1.

### **Number of Inservice Hours Required by the Kansas State Department of Education:**

New paraeducators hired *after* the start of the current school year = **20 hours pro-rated** from the date of hire

Paraeducators who have worked in Kansas as a special education para for less than 3 complete consecutive school years = **20 hours of inservice**

Paraeducators who have worked in the HCSEC for three or more complete consecutive school years = **10 hours of inservice**

Paraeducators who have a current professional license for one of the following = **5 hours of inservice:**

- Teacher (General or Special Education – *emergency sub license does not qualify*)
- Related Service Provider eligible for Professional level categorical aid
- OTA, PTA
- LPN (copy of current license on file)

Paraeducators may earn knowledge hours for every conference, webinar, workshop, etc. that they attend. When you document their application of that new learning over a two month period the paraeducator received two times the number of original knowledge hours. (i.e. if a paraeducator attends a 4 hour workshop on reading instruction and then the paraeducator and teacher document over a two month period the regular use of the reading methodology learned the paraeducator counts an additional 8 hours of inservice, for a total of 12 inservice hours for a 4 hour workshop.)

Enrollment in face-to-face inservices are listed on [mylearningplan.com](http://mylearningplan.com) in the district catalog. Online inservice options are available at:

<http://www.newton.k12.ks.us/sped>

[www.provenancesolutions.com/provenance/KSnewton/](http://www.provenancesolutions.com/provenance/KSnewton/)

<http://www.myinfinitec.org/infinitec>

Other options as approved by teacher and director.