

PARAEDUCATOR STAFF DEVELOPMENT PLAN

This plan is to be completed by the paraeducator with input from the supervising teacher. Both should keep a copy of the plan. Please complete within 30 days of beginning employment and send to Meri James. The orientation session should be completed within a few days of beginning work.

Paraeducator's Name _____

Number of staff development hours needed _____ New paraeducator's first day of work _____

Full year employment requires 20 staff development points. Two staff development points are required for each month, even if just a day or two are worked.

Please check the appropriate box when returning to Meri via email or U.S. mail

1st 30 Days
 Semester
 3rd Nine Weeks
 May 15th

Please plan with your supervising teacher to project staff development activities that will benefit you. Remember local district staff development! Completed staff development activities should be documented here and submitted quarterly to HPEC. This form can be found at our website in the Microsoft Word format – www.highplainsed.com

Level 1 Activities Knowledge Level – Points awarded on a one-point per hour with supporting evidence						
	Title of Staff Development	Evidence	Pts.	Date	Para Signature	Teacher Signature

Level 2 Activities Application Level – Points awarded on the demonstrated application of the information gained at the knowledge level and for which 2 times the knowledge level points are awarded. Supporting evidence is required.						
	Title of Staff Development	Evidence	Pts.	Date	Para Signature	Teacher Signature

Level 3 Activities Impact Level – Points awarded on the demonstrated impact of the knowledge and skills acquired and for which 3 times the knowledge level's points are awarded. Supporting evidence is required.						
	Title of Staff Development	Evidence	Pts.	Date	Para Signature	Teacher Signature