

Paraprofessional and Clerical Professional Development Learning Needs Assessment

Law/Legal Issues

Outcome: Staff members will be familiar with legal and ethical responsibilities, policies, and practices related to district/school work responsibilities.

1. Working with Students
 - Reporting abuse
 - Fights and other discipline issues
 - Harassment
2. Working with Records
 - Confidentiality
 - NCLB
 - Special Education
 - Access to information (e.g., parent and student rights, privileges)
 - Custody

Technology

Outcome: Staff members will develop the knowledge and skills necessary to utilize technology relevant to their work responsibilities.

1. PC and Mac Operating Systems
2. Graphics
3. Microsoft
 - Excel (e.g., spreadsheets, charts)
 - Word (e.g., reports, labels, merges, envelopes, word processing, desktop publishing including brochures, manuals, handouts, programs, invitations, fliers)
 - PowerPoint
4. Sound and Video Editing Software
5. Student Information Systems
6. Digital Still and Digital Video Cameras
7. Student instructional software

Communication Effectiveness

Outcome: Staff members will be able to effectively communicate with students, staff, parents, and other members of the learning community.

1. Conflict Resolution
2. Building Positive Relationships with students, parents, administrators, and teachers
3. Job-alikes

Cultural Diversity

Outcome: Staff members will be able to effectively communicate with students, staff, parents, and other members of the learning community.
Staff members will be familiar with cultural background information and treat others with respect.

1. Cultural Background Information
2. Survival Communication Skills (e.g., Polish, Russian, Spanish)

Instructional Support

Outcome: Staff members will be able to provide highly effective instructional support for regular and special education students.

1. Tutoring and Study Skills Training Strategies
2. Working with special needs students (e.g., ESL, Special Ed.)
3. Working as a paraprofessional in the classroom

Clerical

Outcome: Staff members will be able to efficiently and effectively complete clerical job responsibilities.

1. Filing Systems
2. Multi-tasking
3. Ergonomics