

# Bedford County Public Schools Paraprofessional Training Plan

Bedford County Public Schools recognizes the valuable role our paraprofessionals play in the educational process. In an effort to maximize the impact that our paraprofessionals make on student achievement, a three-tiered program of professional development has been developed.

## **Tier 1: Required Training for New Paraprofessionals**

All **new paraprofessionals** will attend a training session on expectations of paraprofessionals during the New Teacher Orientation to be held at Liberty High School on Thursday, August 11, 2011.

**Special education paraprofessionals** are required and will be expected to participate in training at Bedford Elementary School on Friday, August 12, 2011.

## **Tier 2: Highly Qualified**

All paraprofessionals working in a Title I school must be highly qualified. We encourage all paraprofessionals to obtain HQ status. Any para that receives this status may earn a one-time stipend of \$500. Paras may achieve the highly qualified status by documenting the equivalent of two years of college coursework, earning a college degree, or by earning a passing score on the ParaPro Assessment.

Any paras wanting to take the ParaPro Assessment will be provided a study guide through Karen Woodford's office. However, the assessment will only be administered at the school board office on an emergency basis starting fall of 2011.

All other paras wishing to take the test must sign up and pay for the test through the Education Testing Service. Paras that pass the test can provide a receipt of payment and a copy of their passing score to Karen Woodford on a federal reimbursement form and the cost of the test will be reimbursed to the paraprofessional. To register for this test, go to <http://www.ets.org/parapro/register/> for more information.

## **Tier 3: Ongoing Incentives**

All paraprofessionals will have the option to pursue additional professional development towards earning a yearly stipend. **Please note that volunteer work done by the paraprofessional will not count towards the stipend. Professional development activities done during the course of the work day or as required for your position will also not count towards the stipend.** The amount of the stipend is determined each year based on Step A of the paraprofessional salary scale. For 2011-12, the stipend amount will be \$764. Paras participating in this option will have to document with their principal that they have earned 30 points on the Paraprofessional Training Plan to be eligible for the yearly stipend. A copy of the Paraprofessional Training Plan is attached. Beth Roberston will review the documentation for special education paras, and Karen Woodford will review the documentation for other paras. Stipends will be paid in the December 2011 or June 2012 paychecks depending on completion of work.

**Bedford County Public Schools  
Paraprofessional Stipend Training Plan  
2011-12**

**Note: All Work Must Be Done Outside of Work Hours and must reflect professional development activities. This form must be in SBO before Para Stipend is Paid.**

**Gen Ed Para\_\_\_\_\_ Sped Para\_\_\_\_\_**

Para\_\_\_\_\_ School\_\_\_\_\_ Year\_\_\_\_\_

**Check** the following options that you used for your 30 points toward a stipend for this school year. Complete the plan with signatures to verify that it has been completed outside of work hours. The attached form may be used to document activities. Sped Paras can call or e-mail Beth Robertson ([brobertson@bedford.k12.va.us](mailto:brobertson@bedford.k12.va.us)) or gen.ed paras can contact Karen Woodford ([kwoodford@bedford.k12.va.us](mailto:kwoodford@bedford.k12.va.us)) if there are questions.

**Stipend Options and limitations on hours:**

\_\_\_\_\_ 1. Paraprofessionals may participate in any book study groups offered at their school or division level. **One point per contact hour. Professional development certificate with hours must be attached and signed by leader of book study.**

No. of points \_\_\_\_\_

\_\_\_\_\_ 2. College Coursework related to job assignment. Final grade must be a C or better. Attach transcript or grade verification from professor. One credit hour = 30 points. **Unlimited** courses.

No. of points \_\_\_\_\_

\_\_\_\_\_ 3. Attend any Bedford County Professional Development activity offered during the school year outside of work hours. Check for available courses on ERO as no professional development catalog will be available this year.

**1 recertification point= 1 para point**

No. of points \_\_\_\_\_

\_\_\_\_\_ 4. Attend any school level professional development activity that is offered outside of regular work hours or on a workday that paras do not have to attend according to their contractual days in Bedford County Schools.

**1 recertification point=1 para point. Professional development certificate with hours must be attached and signed by principal or leader.**

No. of points \_\_\_\_\_

\_\_\_\_\_ 5. Attend Saturday workshops designed for paraprofessionals. You must register on ERO to reserve your spot.

**1 recertification point=1 para point**

No. of points \_\_\_\_\_

\_\_\_\_\_ 6. Attend the **Paraprofessional CRISS** class. This will be the final opportunity to take the CRISS class with BCPS paying for it. Please note that paras **may not** register for the UVA CRISS class that is for college credit.

**20 para points**

No. of points \_\_\_\_\_

\_\_\_\_\_ 7. Complete online classes from Project Para. Entire coursework contains 18 modules and assessments.

**Completion of the entire Project Para module will equal 20 para points.**

No. of points \_\_\_\_\_

\_\_\_\_\_ 8. With **pre-approval** by Beth Robertson (Sped Paras) or Karen Woodford (Gen. Ed. Paras) other options may be available.

No. of points \_\_\_\_\_

## Verification of Training

Total number of points \_\_\_\_\_ (minimum of 30 points for Stipend)

- **Only 20 points may be earned through an online format listed in option 7. All other points must be earned through options 1-6 or 8.**

Date \_\_\_\_\_

**I verify that these options were done outside of work hours.**

**Paraprofessional Signature/Verification** \_\_\_\_\_

**Principal Signature/Verification** \_\_\_\_\_

**Para should keep a copy and send copy to Beth Roberston (Sped Paras) or Karen Woodford (Gen Ed Paras). See below for payment due dates.**

**\*Training Stipends turned in after a para leaves the school division will not be accepted. All papers must be in Central Office prior to the para leaving the job.**

**Training Stipends received by November 15, 2011 will be paid on the December pay check. Remaining Training Stipends will need to be in Central Office no later than May 15, 2012 to be paid on the June pay check.**

**No Training Stipends will be accepted after May 15, 2012 for the 2011-12 school year.**

In signing below, I do attest that the activities of professional development submitted for the 2011-12 paraprofessional training plan are not duplications of stipend options in previous years.

Examples of duplicate activities would be considered: submission of the same online course or taking a duplicate college course (such as CRISS).

\_\_\_\_\_  
Paraprofessional Signature

\_\_\_\_\_  
Date

## **Paraprofessional Professional Development Opportunities**

### **Evidence Based Practices for Teaching Students with Autism**

*\*\* Availability Is Limited—Approval will be given by Beth Robertson through ERO based on assigned duties. If you took this class in 2010-11, you may not repeat this course.*

Presenter: Damien Murtaugh  
Dates: Wednesdays on 8/31, 9/21, 10/12, 10/26 and 11/16  
Place: BSTC Computer Lab  
Times: 3:45-6:45 p.m.  
Para Points: 30 points

### **Effective School-Wide Discipline (ESD) and the Crafting of Positive School Climate**

ESD is more than just another education acronym--used wisely, it's a means for managing and preventing discipline incidents as well as for teaching character and leadership. This session will provide an interactive overview of common ESD practices and means that schools may utilize to foster an overall positive climate for all stakeholders in the 21st century context. Specific attention will be given to the paraprofessional's role in these processes.

Presenter: Kim Halterman  
Dates: Thursday, September 22, 2011  
Place: Thaxton Elementary  
Times: 4:00-8:00 p.m.  
Para Points: 5 points

### **I-Pad Applications in the Classroom**

Presenter: Kelly Jennings  
Date: October 22, 2011  
Place: Bedford Elementary School  
Time: 8:30-12:30  
Para Points: 5 points

### **Strategies for Working with ESL Students**

Presenters: Joyce Metallo and Michelle Wesbrook  
Date: October 29, 2011  
Place: TBA in the Forest Zone  
Time: 8:30-12:30  
Para Points: 5 points

### **Book Study: The Power of Our Words**

Presenter: Beth Robertson  
Dates: November 7, 2011, December 5, 2011 and January 9, 2012  
Place: Bedford Elementary School  
Time: 5:30-7:00 p.m.  
Para Points: 20 points (Reading and activities required)

**Book Study: Assisting with Early Literacy Instruction: A Manual for Paraprofessionals**

Presenters: Karen Woodford

Dates: November 7, 2011, December 5, 2011 and January 9, 2012

Place: Bedford Elementary School

Time: 5:30-7:00 p.m.

Para Points: 20 points (Reading and activities required)

**Introduction to Mobi Math Online**

Presenter: Beth Williams

Date: November 21, 2011 (Parent Conference Day)

Place: BSTC Computer Lab

Time: 8:30 a.m.-Noon

Para Points: 5 points

**Writing Strategies Based on Write from the Beginning and Beyond**

Presenters: Dana Norman and Karen Woodford

Dates: January 28, 2012

Place: School Board Office Conference Room

Time: 8:30-4:30

Para Points: 15 points

**Paraprofessional CRISS Class (open to paras that have never taken this class)**

Date: September 24, 2011

Presenter: Jeremy Craft

Place: Bedford Elementary

Time: 8:00-4:00

Para Points: 20 points- No College Credit Given

**Paras will not be allowed to register for the UVA CRISS course this year.**

**Online Modules**

**Project Para- 20 Points**

**Offered in first and second semesters separately.**

Paras who register for this course of online modules will complete units of study online and online assessments. As a participant, you will access all of the modules online after work hours. Progress will be monitored by Karen Woodford as the instructor for this online course. Paras will have two opportunities to register to begin these modules. Karen will be able to see when you are logged on to do the coursework. If you log on during work hours, you will not receive credit for work.

You must register in ERO to participate in this series of modules by September 16, 2011 to join the fall group of online classes.

You must register in ERO to participate in this series of modules by January 6, 2012 to join the spring group of online classes.

Once registration is complete, you will be sent login information.