

Paraprofessional Schedule & Assignment Kit

Who is where, with whom, doing what — so nobody has to ask you mid-lesson.

TEACHER	ROOM	WEEK OF
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WEEKLY MASTER SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Write the **para's name + student initials + location** in each cell — for example "J / RM + TC / reading table." A schedule that only lists activities does not tell a para where to stand.

Daily Assignment Grid

Post this where paras can see it without asking.

PERIOD / TIME	PARA	STUDENT(S)	LOCATION	WHAT THEY ARE DOING

Station Assignment Cards

Print, cut along the lines, and clip to each station or lanyard.

PARA: _____ STUDENT(S): _____ STATION / LOCATION: _____	WHAT TO DO _____ _____ DATA TO COLLECT _____
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PARA: _____ STUDENT(S): _____ STATION / LOCATION: _____	WHAT TO DO _____ _____ DATA TO COLLECT _____

Paraprofessional Expectations — One Page

Give this on day one. Most para friction comes from unstated expectations, not unwillingness.

Prompting

Use the least intrusive prompt that works, and fade it. Our goal is independence, not a finished worksheet. If you are doing the work, the data is not real.

Data

Record data as it happens, not from memory at the end of the day. If you missed it, leave it blank rather than guessing — a gap is honest, a guess is not.

Behavior

Follow the student's plan, not your instinct in the moment. If a student escalates, reduce talking, give space, and call the teacher. Do not negotiate mid-escalation.

Confidentiality

Student information stays in this room. Do not discuss students in the hallway, the staff room, or with other parents — this is a FERPA obligation, not a preference.

Questions

Ask. A question at 9am is faster than undoing something at 2pm.

PARA NOTE BACK TO TEACHER — END OF DAY

STUDENT	WHAT WENT WELL	WHAT WAS HARD	DATA GAPS

Tired of rebuilding these forms every year?

IEP Goal Writer saves each student's profile once, then generates goals, PLAAFPs, progress notes, and parent updates from the same data — free to try at iepgoalwriter.pro