# Master Course Outline With Sample Syllabus

# Introduction to the Role of the Educational Paraprofessional ECED 1202

## **Course Description:**

This course introduces students to the roles and responsibilities of the educational paraprofessional working with young children, preschool to grade three, including those children with developmentally delays, disabilities, language and/or cultural differences in the public-school system. Emphasis is on providing educational paraprofessionals and students interested in paraprofessional opportunities with the knowledge and skills necessary to support certified and licensed professional staff in schools to implement developmentally appropriate learning experiences within equitable and inclusive learning environments.

## Course Objectives: To provide students opportunities to develop knowledge, reflection, and understanding of:

Course Objective	Alignment with Standards
1. Definitions, roles, and responsibilities and dispositions of a paraprofessional working with young children, preschool to grade three, including those children with developmentally delays, disabilities, language and/or cultural differences in the public-	OSEP: All Priority Areas DEC/EI/ECSE: All Standards and elements PS&C: All Standards and all key elements CKC's: All domains, sub-domains, and categories
school system.	

	and legal considerations for aprofessional.	OSEP: Working with Children and Families from Diverse Backgrounds and Collaborating DEC/EI/ECSE: 7.4 PS&C: 6b CKC's: 7.A.3
learner Section	aracteristics of exceptional as referenced in IDEA and 504 and the requirements the law.	OSEP: Intervention and Instruction DEC/EI/ ECSE: All of Standard 1, and 7.4 PS&C: 1a, 1b, 6a, 6b and 6d CKC's: 1.B.3, 5.B.2, and 7.A.4
	unication needed for rative teamwork.	OSEP: Collaborating and Engaging and Communicating with Families DEC/EI/ ECSE: 2.2, All of Standard 3 PS&C: 2b and 6c CKC's: 4.B.2, and 5.A.2
safe lea childre	zed positive, healthy, and arning environments for all n, that includes Universal for Learning.	OSEP: Intervention and Instruction DEC/EI/ ECSE: 6.3 and 6.6, PS&C: 1c and 4c CKC's: 1.B.1, 3.B.1, 3.B.3, 6.A.1 and 6.A.3
	ng strategies used by ofessionals.	OSEP: Intervention and Instruction, Literacy and STEM, Supporting Social and Emotional Development, and Technology DEC/EI/ ECSE: 1.2, 1.2.,1.4, 5.1, 5.2, 6.3, 6.4,6.5,6.6 and 6.7 PS&C: 4a, 4b, 4c and 6.c CKC's: All of Domain 2, 6.A.1, and 6.A.3
tech, m	re devices (no tech, low nid tech and high tech)which ts children with	OSEP: Intervention and Instruction and Technology EI/ ECSE: 5.1, 5.2, 6.3, and 6.7 PS&C: 3c, and 4c

developmental delays and/or disabilities.	CKC's: 2.B.1, 2.B.2, 3.B.1, and 4.A.1
8. Assessments for children and the Paraeducator.	OSEP: Observing and Collecting Data for Progress Monitoring and Collaborating DEC/EI/ ECSE: All of Standard 3, 4.1 and 4.2
	PS&C: All of Standard 3 and Standard 6b CKC's: All of Domain 4

## Student Outcomes: Upon completion of this course, students will be able to:

Stude	nt Outcomes:	Alignment with Standards	
1.	Define the roles, responsibilities and dispositions of a successful paraprofessional.	OSEP: All Priority Areas DEC/EI/ECSE: All Standards and elements PS&C: All Standards and all key elements CKC's: All domains, sub-domains, and categories	
2.	Discuss ethics and legal considerations for the paraprofessional.	OSEP: Working with Children and Families from Diverse Backgrounds and Collaborating DEC/EI/ECSE: 7.4 PS&C: 6b CKC's: 7.A.3	
3.	Describe the characteristics of exceptional learner as referenced in IDEA and Section 504 and the requirements under the law.	OSEP: Intervention and Instruction DEC/EI/ ECSE: All of Standard 1, and 7.4 PS&C: 1a, 1b, 6a, 6b and 6d CKC's: 1.B.3, 5.B.2, and 7.A.4	

4.	Explain how communication supports collaborative teamwork.	OSEP: Collaborating and Engaging and Communicating with Families DEC/EI/ ECSE: 2.2, All of Standard 3 PS&C: 2b and 6c CKC's: 4.B.2, and 5.A.2
5.	Explain Universal Design for Learning and the value of an organized, positive, healthy, and safe learning environment for all children that facilitates transitions and promotes learning.	OSEP: Intervention and Instruction DEC/EI/ ECSE: 6.3 and 6.6, PS&C: 1c and 4c CKC's: 1.B.1, 3.B.1, 3.B.3, 6.A.1 and 6.A.3
6.	Identify a variety of teaching strategies used by paraprofessionals.	OSEP: Intervention and Instruction, Literacy and STEM, Supporting Social and Emotional Development, and Technology DEC/EI/ ECSE: 1.2, 1.2.,1.4, 5.1, 5.2, 6.3, 6.4,6.5,6.6 and 6.7 PS&C: 4a, 4b, 4c and 6.c CKC's: All of Domain 2, 6.A.1, and 6.A.3
7.	Examine a variety of assistive devices (no tech, low tech, mid tech and high tech) which support children with developmental delays and/or disabilities.	OSEP: Intervention and Instruction and Technology EI/ ECSE: 5.1, 5.2, 6.3, and 6.7 PS&C: 3c, and 4c CKC's: 2.B.1, 2.B.2, 3.B.1, and 4.A.1
8.	Review a variety of assessments for typical and atypical children. Take the Praxis Paraprofessional Assessment.	OSEP: Observing and Collecting Data for Progress Monitoring and Collaborating DEC/EI/ ECSE: All of Standard 3, 4.1 and 4.2 PS&C: All of Standard 3 and Standard 6b CKC's: All of Domain 4

# Course Content: The following topics will be covered:

Course Content	Alignment with Standards
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# Course Content: The following topics will be covered:

Cours	e Content	Alignment with Standards	
1.	Definitions, Roles, responsibilities and dispositions of a para educator. Introduction to the Anne Arundel Community College Teacher Disposition Survey.	OSEP: All Priority Areas DEC/EI/ECSE: All Standards and elements PS&C: All Standards and all key elements CKC's: All domains, sub-domains, and categories	
2.	Ethics and legal considerations	OSEP: Working with Children and Families from Diverse Backgrounds and Collaborating DEC/EI/ECSE: 7.4 PS&C: 6b CKC's: 7.A.3	
3.	IDEA and Section 504	OSEP: Intervention and Instruction DEC/EI/ ECSE: All of Standard 1, and 7.4 PS&C: 1a, 1b, 6a, 6b and 6d CKC's: 1.B.3, 5.B.2, and 7.A.4	
4.	Communication and teamwork for the paraprofessional	OSEP: Collaborating and Engaging and Communicating with Families DEC/EI/ ECSE: 2.2, All of Standard 3 PS&C: 2b and 6c CKC's: 4.B.2, and 5.A.2	
5.	Universal Design for Learning and the value of an organized, positive, healthy, and safe learning environment.	OSEP: Intervention and Instruction DEC/EI/ ECSE: 6.3 and 6.6, PS&C: 1c and 4c CKC's: 1.B.1, 3.B.1, 3.B.3, 6.A.1 and 6.A.3	
6.	Teaching and behavior management strategies used by paraprofessionals.	OSEP: Intervention and Instruction, Literacy and STEM, Supporting Social and Emotional Development, and Technology DEC/EI/ ECSE: 1.2, 1.2.,1.4, 5.1, 5.2, 6.3, 6.4,6.5,6.6 and 6.7 PS&C: 4a, 4b, 4c and 6.c CKC's: All of Domain 2, 6.A.1, and 6.A.3	

7. Assistive Devices (no tech, low tech, mid tech and high tech).	OSEP: Intervention and Instruction and Technology EI/ ECSE: 5.1, 5.2, 6.3, and 6.7 PS&C: 3c, and 4c CKC's: 2.B.1, 2.B.2, 3.B.1, and 4.A.1
8. Assessments for typical and atypical children and Para educators. Praxis Para pro practice test <a href="https://study.com/academy/exam/course/praxis-parapro-assessment-practice-study-guide.html">https://study.com/academy/exam/course/praxis-parapro-assessment-practice-study-guide.html</a>	OSEP: Observing and Collecting Data for Progress Monitoring and Collaborating DEC/EI/ ECSE: All of Standard 3, 4.1 and 4.2 PS&C: All of Standard 3 and Standard 6b CKC's: All of Domain 4

#### Standards:

CT State Core Knowledge and Competencies (CKC) <a href="https://www.ctoec.org/wp-content/uploads/2019/12/CKC-Professionals-Framework-2016.pdf">https://www.ctoec.org/wp-content/uploads/2019/12/CKC-Professionals-Framework-2016.pdf</a>

The Connecticut Core Knowledge and Competency Framework for Technical Assistance Providers that Support Adults who Work with Young Children and Families <a href="https://www.ctoec.org/wp-content/uploads/2019/12/CKC-TA-Framework-2016.pdf">https://www.ctoec.org/wp-content/uploads/2019/12/CKC-TA-Framework-2016.pdf</a>

Early Intervention/Early Childhood Special Education (EI/ECSE)

https://exceptionalchildren.org/standards/initial-practice-based-standards-early-interventionists-early-childhood-special-educators

National Association for the Education of Young Children (NAEYC) <a href="https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/accreditation/higher-ed/2021">https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/accreditation/higher-ed/2021</a> naeyc higher education accreditation standards.pdf

Office of Special Education Programs (OSEP)

Professional Standards and Competencies for Early Childhood Educators (PS&C ECE) <a href="https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/standards">https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/standards</a> and competencies ps.pdf

Key Experiences: (These can be in-class activities, graded assignments, or anything in-between.)

Watch and reflect on Paraeducators at Work (30 minutes) <a href="https://www.youtube.com/watch?v=snLAFIIE8qg">https://www.youtube.com/watch?v=snLAFIIE8qg</a> (CO 1)

Read an article on legal considerations for the paraeducators. (CO 2) find some possible articles

Using the NAEYC Code of Ethical Conduct identify the principle and apply it to a specific scenario and determine an appropriate course of action. (CO2)

Feeney, S.; Freeman, N.K., Moravcik. Teaching the NAEYC Code of Ethical Conduct: A Resource Guide

After a discussion of IDEA, 504 plans, and viewing a PPT meeting, (see video resources) students will identify communication that supports collaborative teamwork and create a mock PPT meeting using child profiles provided by the professor. (CO 3 and CO 4)

After reviewing the website Universal Design for Learning (UDL): A teacher's guide

https://www.understood.org/en/articles/understanding-universal-design-for-

<u>learning?utm\_source=google&utm\_medium=cpc&utm\_term=universal+design+for+learning&utm\_campaign=EN\_GSC\_EDU\_UDL\_N\_B&gclid=Cj0KCQjwof6WBhD4ARIsAOi65ajhf4TRpzOc\_y3XOICehwu\_UVHqMKGznkLpVh2fCOUjBSP4N1B\_rJQaAphdEALw\_wcB&gclsrc\_eaw.ds\_explain the value of an Organized positive, healthy, and safe learning environments for all children that includes Universal Design for Learning and how it facilitates transitions and promotes learning. (CO 5)</u>

Find a video of a para educator at work and identify the various strategies they use. (CO 6)

Examine a variety of assistive technology devices which support children with developmental delays and/or disabilities with the assistance of SERC and NEAT <a href="https://portal.ct.gov/SDE/Publications/Assistive-Technology-Guidelines-Section-2-For-Infants-and-Toddlers-under-IDEA-Part-C/Assistive-Technology-Professional-Development">https://portal.ct.gov/SDE/Publications/Assistive-Technology-Guidelines-Section-2-For-Infants-and-Toddlers-under-IDEA-Part-C/Assistive-Technology-Professional-Development</a> or the Local Education Agency (LEA). (CO 7)

Explore a variety of assessments for typical and atypical children.

#### **RESOURCES**

#### **Books:**

Teaching the NAEYC Code of Ethical Conduct: A Resource Guide, Feeney, S.; Freeman, N.K., Moravcik.

#### **Articles:**

Team Communication: Effective Group Collaboration and Teamwork

https://www.crystalknows.com/blog/team-

communication#:~:text=When%20team%20members%20are%20able,risk%20of%20misunderstandings%20or%20conflict.

Para educators and legal considerations

https://horsecrazy22.wordpress.com/2016/02/27/paraeducators-and-ethical-considerations/-020-7

10 Behavior Management Strategies for Educational Assistants & Paraprofessionals https://www.crisisprevention.com/Blog/paraprofessional-behavior-management-strategies

Paraprofessional Duties: Understand Your Role as a Paraprofessional in 2022

https://www.hiration.com/blog/paraprofessional-duties/

Building Positive Relationships with Young Children, Center on Social Emotional Foundations for Early Learning, (CSEFEL), Vanderbilt University

http://csefel.vanderbilt.edu/modules/module1/handout5.pdf

CT Paraprofessionals Guide to Challenging Behaviors

https://portal.ct.gov/-/media/SDE/Paraeducator/paras brief behavior.pdf

What is Mid-Tech and High-Tech AAC

https://www.communicationcommunity.com/aacfileshightech/

Assistive Devices Broken Down by Category https://mn.gov/admin/at/getting-started/understanding-at/types/

When to Use Mid-Tech AAC

https://www.communicationcommunity.com/when-to-use-mid-tech-aac/

Mid-Tech devices

https://www.pinterest.com/simontechcenter/mid-tech-aac/

Assistive Technology – No Tech, Low Tech, High Tech, By Kelsey Clauson

https://edusites.uregina.ca/clausontechblog/2018/11/20/assistive-technology-no-tech-low-tech-high-tech/

Formal vs. Informal Assessment: 15 Key Differences & Similarities https://www.formpl.us/blog/formal-vs-informal-assessment

#### Websites:

Ct.gov Connecticut's Official State Website
Paraeducator Information and Resources
<a href="https://portal.ct.gov/SDE/Paraeducator/Paraeducator-Information-and-Resources">https://portal.ct.gov/SDE/Paraeducator/Paraeducator-Information-and-Resources</a>

Paracenter .org

https://paracenter.org/researchers/bibliography/paraeducator-ethical-and-legal-issues

https://paracenter.org/files/working%20with%20families.pdf

Universal Design for Learning (UDL): A teacher's guide

https://www.understood.org/en/articles/understanding-universal-design-for-

Pacer.org

https://www.pacer.org/ec/assistive-technology/

CT. SDE Publications Assistive Technology Guidelines Section 2 for Infants and Toddlers

https://portal.ct.gov/SDE/Publications/Assistive-Technology-Guidelines-Section-2-For-Infants-and-Toddlers-under-IDEA-Part-

<u>C/Assistive-Technology-as-Part-C-Service</u>

New England Assistive Technology (NEAT)

https://assistivetechnology.oakhillct.org/

Paraeducator Resources

http://www.paraeducator.com/resources/

Understood.org

https://www.understood.org/

Common Classroom Accommodations and Modifications in School

https://www.understood.org/en/articles/common-classroom-accommodations-and-modifications

How to Use Accommodations and Modifications in the Classroom

https://www.understood.org/en/articles/how-to-use-accommodations-and-modifications-in-the-classroom

A Day in Our Shoes

https://adayinourshoes.com

Ultimate List id IEP Accommodations and Strategies (SDIs)

https://adayinourshoes.com/wp-content/uploads/IEP-Accommodations-and-Strategies-printable.pdf

Verywell Family
Understanding the Paraprofessional's Role in Schools
https://www.verywellfamily.com/what-is-a-paraprofessional-3106873

#### **Videos:**

Effective Strategies and Approaches for Paraeducators to Support Children During Virtual Learning <a href="https://www.youtube.com/watch?v=nhWgutx">https://www.youtube.com/watch?v=nhWgutx</a> 55U

Paraeducators at Work (30 minutes) <a href="https://www.youtube.com/watch?v=snLAFIIE8qg">https://www.youtube.com/watch?v=snLAFIIE8qg</a>

Formative vs. Summative vs. Diagnostic Assessment <a href="https://www.youtube.com/watch?v=JI-YgK-I4Sg">https://www.youtube.com/watch?v=JI-YgK-I4Sg</a>

Resources for Paraeducators and Fine Tuning your Skills https://podcasts.apple.com/us/podcast/school-me/id1277850181?i=1000463454746

## **IEP Meetings (PPT)**

https://www.youtube.com/watch?v=ok0irMNfKmY

https://www.youtube.com/watch?v=MWnbHPMg2EA

 $\frac{https://mn.gov/deaf-commission/advocacy-issues/education/iep-discussion-guide/webinars/mock-iep-meeting-a-student-with-special-needs.jsp$ 

#### **Audio Podcast:**

Paraeducator the Things You Hear <a href="https://player.fm/series/paraeducator-the-things-you-hear/what-is-a-paraeducator-the-things-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/what-you-hear/

#### **Additional Resource:**

**NAEYC Code of Ethical Conduct** 

https://www.naeyc.org/resources/position-statements/ethical-conduct

**IDEA** 

https://sites.ed.gov/idea/

Free and Appropriate Public Education FAPE Understood

https://assets.ctfassets.net/p0qf7j048i0q/3SxlMzMGCZDKd7RvcGwi91/21678677a199e994f53be0cbf84ed54a/Free and Appropriat e Public Education FAPE Understood.pdf

Supporting All Children Using the Connecticut Early Learning and Development Standards: Meeting the Needs of Diverse Learners <a href="https://www.ctoec.org/storage/2020/01/CT-ELDS-Supplement-Diverse-Learners.pdf">https://www.ctoec.org/storage/2020/01/CT-ELDS-Supplement-Diverse-Learners.pdf</a>

#### Children's Books

My Three Best Friends and Me, Zulay by Cari Best (cane, no tech, and braille type writer low tech)

The Seeing Stick by Jane Yolen (cane, no tech)

Look Up, Jung Jin-Ho (Wheelchair, low tech)

Hello Goodbye Dog by Maria Gianferrari (wheelchair, low tech)

The Boy Who Saw too much by (Part of the Romeo Riley Private Detective Series) by April Whitt (electronic communication device, high tech )

How Katie Got a Voice by Pat Mervine (electronic communication device, high tech; wheelchair, low tech)

Sara's Surprise by Nan Holcomb (augmentative communication device, high tech)

A Screaming Kind of Day by Rachna Gilmore (hearing aids, mid tech)

Hands and Hearts by Donna Jo Napoli (no tech)

Proud To Be Deaf, by Ava Lili and Nick Beese (sign language, no tech)

All the Ways I Hear You by Priscila Soares (bilateral bone anchored hearing system, high tech)

## **SAMPLE SYLLABUS**

Instructor:	Office:	
Telephone:	Office Hours:	or by app't
E-mail:		
Text:		
Evaluation and grading:		
Assessments and Assign	ments:	

# Assessments and Assignments:

Date	Topic and Learning Experiences	Alignment with Course Objectives	Assignments	Alignment with Student Outcomes
1	Welcome and Introductions			
2	Definitions, roles, responsibilities, and dispositions of a para educator. *Watch and reflect on Paraeducators at Work (30 minutes) <a href="https://www.youtube.com/watch?v=snl">https://www.youtube.com/watch?v=snl</a> <a href="https://www.youtube.com/watch?v=snl">AFIIE8qg</a> (CO 1)		Anne Arundel Community College Teacher Disposition Survey (SO 1)	
3	*Using the NAEYC Code of Ethical Conduct identify the principle and apply it to a specific scenario and determine an appropriate course of action. (CO2) Feeney, S.; Freeman, N.K., Moravcik. Teaching the NAEYC Code of Ethical Conduct: A Resource Guide		*Read the article on legal considerations for the paraeducators. (SO 2)  Para educators and legal considerations <a href="https://horsecrazy22.wordpress.com/2016/02/27/paraeducators-and-ethical-considerations/-020-7">https://horsecrazy22.wordpress.com/2016/02/27/paraeducators-and-ethical-considerations/-020-7</a>	
4	IDEA and Section 504 (CO3)			

Verywell Family Understanding the Paraprofessional's Role in Schools <a href="https://www.verywellfamily.com/what-is-a-paraprofessional-3106873">https://www.verywellfamily.com/what-is-a-paraprofessional-3106873</a>	
Communication and teamwork for the paraprofessional (CO4)  *View a PPT meeting, (see video resources) Students will identify communication that supports collaborative teamwork	*Create a mock PPT meeting using child profiles provided by the professor. (SO 3 and SO 4)
Present mock PPT meeting	
Universal Design for Learning and the value of an organized, positive, healthy, and safe learning environment. (CO 5)	*After reviewing the website Universal Design for Learning (UDL): A teacher's guide

		wof6WBhD4ARIsAOi65ajhf4TRpzOc y3XOlCehwu UVHqMKGznkLpVh2fCOUjBSP4N1B rJQaAphdEA Lw wcB&gclsrc=aw.ds explain the value of an Organized positive, healthy, and safe learning environments for all children that includes Universal Design for Learning and how it facilitates transitions and promotes learning. (SO 5)
8	Teaching and behavior management strategies used by paraprofessionals.(CO6)	
9	Teaching and behavior management strategies used by paraprofessionals. cont (CO 6)	*Find a video of a para educator at work and identify the various strategies they use. (SO 6)
10		
11	*Examine a variety of assistive devices which support children with developmental delays and/or disabilities with the assistance of SERC and NEAT	

	Professional-Development or the Local Education Agency(LEA).		
	Education Agency(LLA).		
	No. 1 a and 11 de Tank		
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	Assistive Devices Mid and High Tech CO		
	7) Mid-Tech		
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	*Examine a variety of assistive devices which support children with developmental delays and/or disabilities with the assistance of SERC and NEAT https://portal.ct.gov/SDE/Publications/Assistive-Technology-Guidelines-Section-2-For-Infants-and-Toddlers-under-IDEA-Part-C/Assistive-Technology-Professional-Development or the Local Education Agency(LEA).(SO 7)		
13			
14	Assessments for typical and atypical children.(CO 8)	*Explore a variety of assessments for typical and atypical children. (SO 8)	
15	Assessment for the Paraeducator Introduction to the Praxis Paraprofessional Assessment and the. Praxis Para pro practice test (CO 1 and CO 8)	*Take the Praxis Para pro practice Test (SO 8)  https://study.com/academy/exam/course/praxis- parapro-assessment-practice-study-guide.html	
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<sup>\*</sup>Key Experiences.