



Employee Handbook 2024-2025

Northland Learning Center
Independent School District #6076
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Member Districts & Board Members:

Chisholm Public Schools, Mark Morrison, Supt.
Cook County Public Schools, Chris Lindholm, Supt.
Ely Public Schools, Anne Oelke, Supt.
International Falls Public Schools, Beth Shermoen, Supt.
Mesabi East Public Schools, Dr. Jeff Burgess, Supt.
Mountain Iron - Buhl Public Schools, Dr. Reggie Engebritson, Supt.

Nett Lake Public Schools, Peter Hardy, Supt.
Rock Ridge Public Schools, Dr. Noel Schmidt, Supt.
St. Louis County Public Schools, Dr. Reggie Engebritson, Supt.

Welcome to the Northland Learning Center!

We are thrilled to have you as a part of our team! This team is proud to support the students who enroll here through our member districts. We are a large team who serve students covering a vast area but we are a dedicated and caring group of professionals. In addition to the great land mass, we also serve students in our own building here in Virginia, MN. We have all been given the calling to work with some of our most at-risk students and we find challenges and rewards every single day. Thank you for accepting this calling!

Sincerely,

Jackie Ward, Executive Director

Any and all of the material in this handbook is subject to amendment by the School Administration or the Joint Powers Board at any time.

Vision Statement

At the Northland Learning Center, we empower our students for their individual success in all aspects of life.

Mission Statement

The Northland Learning Center's focus is to meet the needs of the whole child to ensure that all students have the knowledge, skills, and abilities to learn, live and work successfully.

District Goals

Student Success

The Northland Learning Center has high expectations for individual student success. We provide varied experiences, meaningful choice, and inclusive opportunities so every student is academically, socially and emotionally successful and prepared for life, and post-secondary options.

Beliefs

Core Values

- Equity
- Evidence-Based Practice
- Special Education Compliance

- **Strong Member District Relationships**
- **Collaborative Teamwork**
- **Data Driven Decisions**

Programs

ALTERNATIVE LEARNING CENTER (ALC): This program serves students in grades 7-12. This program is designed to support students who have not found success in traditional school settings. Smaller class sizes and personalized learning plans help empower students to succeed.

BRIDGE TO INDEPENDENCE (BTI) PROGRAM: This program serves students ages 18-22 as they transition to life beyond school.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE): These staff serve students in all of our member district schools. ECSE serves Part C from birth to age 2.11 and Part B ages 3 to 6.11.

FOCUS PROGRAM: ELEMENTARY, MIDDLE, and HIGH SCHOOL: This program serves students requiring behavioral support. The goal of these programs is to give students the skills needed so they can successfully return to their home school district.

ITINERANT: These staff serve students in all of our member district schools. (Occupational Therapy, Physical Therapy, Speech/Language, Vision, Deaf Hard of Hearing, Adaptive Physical Education (DAPE), School Psychologists, Achievement Assessors, Due Process Facilitator)

TARGETED SERVICES & CREDIT RECOVERY: These programs serve students that are not on track to graduate with their peers. Targeted services are for K-8 students and Credit Recovery is for 9-12 students. These programs are available to all member districts and the NLC.

All of our programs serve students in the following school districts: Cook County, International Falls, Chisholm, Rock Ridge, Mesabi East, Mountain Iron - Buhl, St. Louis County Schools, Nett Lake, and Ely.

EXPECTATIONS

EMPLOYEES ARE EXPECTED TO:

- Arrive on time!
- Have regular attendance and be prepared to teach/provide services.
- Have behavior that promotes a positive teaching/learning environment;
- Be respectful, courteous, and cooperative with school personnel and students;
- Check work email on a daily basis;
- Check out in the office when leaving;
- Maintain accurate records;
- Maintain a clean and safe school environment; and
- Attend school conferences (if applicable).

WORK HOURS

Work hours are determined by your specific job position and administration.

- Office hours are 7:00 to 3:30.
- Teacher work hours are from 8:00 to 3:30.
- Para work hours are staggered to best meet the needs of our students.
 - BTI: 8:15-2:30
 - NLC: 8:15-2:30 OR 8:30-2:45

ABSENCE PROCEDURES

Absences should be planned as far in advance as possible. Please see your specific contract for sick time, personal days and holidays. If you need to be absent, please follow these procedures:

For Licensed Staff:

- Complete the online Absence Form prior to or the same day as your absence. In addition, please let the office know and an administrator.

For Non-Licensed Staff:

- Complete the online Absence Form prior to or the same day as your absence. In addition, please let your supervising teacher, the office, and an administrator know.

DRESS CODE – Business Casual

It is important to portray a professional work environment and be a role model for our students. A dress code will be enforced. This includes:

- ✓ No sweatpants, workout clothes, scrubs
- ✓ No open-toed shoes
- ✓ No shorts during the school year. Dress shorts may be worn when temperatures are expected to be over 80 degrees.
- ✓ No T-shirts or sweatshirts that encourage inappropriate behaviors/habits

- ✓ No jeans with rips or holes
- ✓ No low-cut tops or clothing showing cleavage
- ✓ No low riding pants showing underwear
- ✓ No long scarves, long earrings, necklaces, draw cords if you are working with students where that would be a work hazard

School district staff members who do not, in the judgment of administration, reasonably conform to this dress code shall receive a notice of non-compliance from administration. Repeated violations or refusal to comply with the directions of administration could result in disciplinary action up to and including termination.

DOCUMENTATION

Campus must be used to document incidents with students. Sped Forms is the database that is used for due process. Timelines as well as other documents to ensure due process is being met must be followed.

SUBSTITUTE PLANS

It is the responsibility of all teachers and paraprofessionals to create a detailed daily schedule (including classroom routines, expectations, “go to” people, and a building map) in the event that a substitute is needed. These plans should be kept in a visible place within the classroom at all times. If you know you will be absent, it is your responsibility to have detailed daily plans and all materials ready for use.

CLASSROOM CLEANLINESS

Your classroom environment has a strong bearing on how your students perceive themselves and the expectations you have for them. Classrooms are to be kept clean, organized, and free of clutter. Food should be kept in closed containers in a designated place in the classroom.

LUNCH BREAK

Each employee is granted a thirty minute unpaid lunch. Employees must accept full responsibility for their departure and return to school on time. Employees who leave the campus during their lunch and do not return on time for afternoon duties will result in disciplinary action.

SAFETY

Everyone is cautioned that students must not be left unattended. If an injury occurs during a worker’s absence from a post of duty, he/she becomes liable under the law of negligence.

FIRE DRILLS

Fire drills are held in accordance with state requirements. Procedures are posted in each room.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to people inside the school building. Staff will be notified of scheduled drills in the weekly

bulletin. Procedures are posted in each room.

Relocation Center: Our Savior's Lutheran Church 1111 8th Street S, Virginia, MN 55792-3238

ACCIDENTS

Employees involved in an injury of any kind in the gym, classrooms, halls, and outside must report the accident to the administration or office staff immediately.

LIABILITIES

School districts accept the responsibility for providing the safety and welfare of all students. Certain risks are encountered by students, staff administration, and the district, in the educational process. As students access various learning environments and as a variety of human resources are used in the educational process, it becomes increasingly important to exercise prudent judgment, insure appropriate levels of supervision, and maintain accurate record keeping. To minimize the risks associated with instruction, it becomes incumbent for each school staff to:

- Fully understand and apply safety procedures.
- Adhere to the instructional plan based on the student's IEP, IFSP, or IIP
- Maintain appropriate records and documentation relative to student performance, behavior, and medical
- Effectively communicate with appropriate staff regarding students
- Be aware of physical, behavioral, emotional and educational needs of students affecting safety/welfare.
- Be properly trained by certified staff for procedures requiring specific skills.
- Check with supervisor regarding any procedures that could involve liability of violation of student plan
- Report accidents, problems, immediately to supervisor and/or building administrator
- Be informed and follow district/building policies

PROFESSIONALISM

CONDUCT

Common sense should provide the guidelines for acceptable behavior at the Northland Learning Center and all school sponsored activities. Appropriate behavior with students needs to occur at all times. No texting/messaging students. Be aware of your words, body language and actions around students, at all times. Using social media to communicate with students puts the staff member at risk for disciplinary action, including termination.

OFF- CAMPUS CONDUCT

Employees who engage in illegal off school conduct, which disrupts or poses a threat or danger to the school, its students, or fellow employees are subject to disciplinary consequences.

INSUBORDINATION

Insubordination occurs when an employee refuses to obey reasonable directions of someone in authority. If an employee feels the request is unfair, bring the matter to the attention of the administration or Board of Directors.

EMPLOYEE RESPONSIBILITIES

Employees are responsible for the consequences of their actions. All employees are responsible for knowing and obeying the school rules and regulations. Notwithstanding the provisions of law to the contrary, the conduct of all employees working in a public elementary or secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education. (Minnesota Statute 120.06, 1974)

CELL PHONE USE

Cell phones are not to be used during student contact time. Disciplinary action will be addressed by administration.

SOCIAL MEDIA USE

The Northland Learning Center understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. The line between professional and personal relationships is blurred when using social media. By virtue of identifying yourself as a Northland Learning Center employee online, you are connected to district students, families, or fellow employees in a social media context that exists outside those approved by the district, the district advises employees to maintain their professionalism as district employees and have responsibility for addressing inappropriate behavior and/or activity on these networks, including requirements for mandated reporting.

Off-Duty Use of social media: Employees may maintain social media on their own time using their own devices. However, employees must remember they are role models to students in this community and must ensure that social media activity does not interfere with their work or reflect poorly on the district. The district reserves the right to view and monitor any public posting on an employee's social media at any time, without consent or previous approval.

Social media includes but is not limited to: Blogs (Blogger, Wordpress, etc.) Wikis (Wikispaces, Google sites, etc.) Social Networking sites (Facebook, Ning, Snapchat, YouTube, LinkedIn, Etc.) Photo Sharing Video sites (YouTube, Flickr, etc.) Social BookMarking (Diigo, Delicious) Podcasting and Vodcasting

Respect: Demonstrate respect for the dignity of the Northland Learning Center, its students, parents or guardians of students, employees, and administrators. Always express ideas and opinions in a respectful manner. A social media site is a public place, and employees should avoid inappropriate and/or unprofessional communications (by word, image, or other means). Employees are reminded that, even if a message is posted anonymously, it may be possible to trace it back to the sender.

Confidentiality: Do not identify or reference Northland Learning Center students, parents or guardians of students, employees, or administrators, without express permission. Employees

may not post images of coworkers or students without proper consent, i.e., parent or guardian consent for students. Employees may write about their jobs in general but may not disclose any confidential information, or information protected by data privacy laws. When expressing their own views, employees must disclose that these views are their own and do not necessarily reflect the views of the Northland Learning Center. When in doubt, do not post the material, or ask the Executive Director or Assistant Directors before publishing or posting.

Discipline: Violations of this policy, including any posts made by an employee that fail to comply with this policy, may result in discipline, up to and including termination of employment. Employees will be held responsible for any disclosure of confidential or private information, regardless of whether the disclosure was purposeful or unintentional. Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

MISCELLANEOUS

FRAGRANCE FREE GUIDELINES

Some students and staff have sensitivities and allergies to fragrances and other scented products. Thank you for NOT USING scented products such as: Perfume, Cologne, Hand lotion, Air Fresheners & Essential Oils, etc.

LATEX ALLERGIES

Some students and staff have sensitivities and allergies to latex. Please notify administration and the office if you plan to use latex products. Please keep them in a confined area.

SUPPLIES

General office supplies are available in the main office. To order other supplies, please complete a Purchase Requisition Form (located in the Staff Lounge or Office). All information must be included. Submit completed forms to the office. Special Education orders must also have a completed Purchase Necessity Form attached. All purchases need to be submitted and approved prior to March 1st of each year.

CARS/PARKING

Employees are to park in the NLC parking lot behind the school as a first priority. Please do not use the side streets.

CLOSING OF SCHOOL

In the event of a school closure, the Northland Learning Center will announce it using messenger alert, on local radio and television stations. Employees should check their contract for language regarding school closings.

SCHOOL VEHICLE

Employees must complete a School Vehicle Driver's Consent, test, copy of driver's license, and provide proof of personal insurance before driving a school vehicle. Please see the

administration if you will need to transport students.

LIABILITY FOR PERSONAL MATERIALS

The Northland Learning Center shall not be responsible for the loss of any personal items of employees. Should any theft occur, please complete an Incident Report.

HOT LUNCH

Employees having breakfast/hot lunch must sign up in the office by 9:00 a.m. Employees must pay for breakfast/lunch before it can be ordered for them. Absolutely no charging.

EXPENSE REIMBURSEMENT

Employees must have your supervisor's written authorization by way of a purchase order prior to incurring an expense on behalf of the NLC. To be reimbursed for all authorized expenses, you must submit a purchase order accompanied by original itemized receipts. Please submit your expense report at least monthly.

LEGAL

EMPLOYEE RIGHTS

Each employee has the right to attend work in a safe environment free from fear, and provide education to students as provided by law.

CONFIDENTIALITY/DATA PRIVACY

Confidentiality can be extremely difficult to maintain. Often situations arise that are unexpected or appear harmless if information is shared. Your assistance in maintaining the confidentiality of all reports is extremely important. It is imperative for you not to discuss or disclose any information about a student, with anyone who does not have direct responsibility for that child.

Remember, many times breaches of confidentiality are not malicious, but still need to be avoided. A concerned relative, neighbor, or staff member may just wish to chat and show concern. You need to tell the person you cannot discuss the children you serve, and refer them to the teacher, or building principal.

When you are being asked to share information about students, there are some basic questions for you to consider:

1. Do they have the right to know?
2. Do they have the need to know?

Remember: Oral disclosure is disclosure. What you say can carry the same responsibility as written communication.

A very limited number of people have access to student files and data. Supervising teacher will decide and share information with you that is necessary for your work with that child. It is not necessary that every person working with a child have full access to everything in the file.

MANDATED REPORTING

All public school employees have a responsibility to be mandatory reporters under the Abused and neglected Child Reporting Act. Any school employee who suspects a child is experiencing abuse of any form must report that abuse to the local social services. Once reported, the Social Services will do an investigation.

Minnesota Statute 626.556- Reporting of Maltreatment of Minors

All school employees are Mandated Reporters. Child Protection Assessments are conducted in response to reports of children being abused or neglected by caregivers. Family Services and Law Enforcement are required by law to cross report any child protection reports. The purpose of child protective services is to help protect children from physical abuse, neglect, and sexual abuse. The goal is to help families get the services needed so children do not need to continue to be abused or neglected. The Kandiyohi County Family Services is involved in a pilot project regarding how we assess child protection reports. The project is called Alternative Response and it gives us an opportunity to provide a different response to child protection reports.

How do I Report Abuse or Neglect? Call St. Louis County Family Services at **218-471-7128** or Law Enforcement –Saint Louis County Sheriff’s Department (218) 471-7134 or the online option <https://www.stlouiscountymn.gov/departments-a-z/public-health-human-services/children-family-services/child-protection/report-child-abuse> if you believe that a child is being hurt or neglected. Doctors, school employees, and ministers, are required by law to report suspected child abuse or neglect. Other people, such as neighbors or relatives are encouraged to also report if they think a child is being abused or neglected. Please contact your supervising teacher or principal to complete a Suspected Child Abuse/Neglect Report.

What will happen when I call? County child abuse staff will decide if your concerns fit within the statutory definitions of abuse or neglect. If so, a child protection worker will meet with the family to assess the situation. The name of the person making the report will not be shared with the family, unless the reporter agrees or the court compels it. Child protection will work with local law enforcement and individuals who know the child, such as doctors or teachers if necessary.

If protective services are needed, child protection will help the family use services such as counseling or parent education. The purpose of child protection is to prevent any future abuse or neglect. If a child is not safe at home, placement of the child outside the home will be considered. The child’s placement could be done on a voluntary basis, with the parent’s approval or at the direction of the court, or if it is an emergency, at the direction of law enforcement.

TOBACCO

Tobacco use and possession by an employee is banned in the “School Zone”. “School Zone definition by Minnesota Statute M.S. 152.01 Subd. 14A means: The area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property.

WEAPONS

Possession of a weapon on an employee's person or in an area subject to an employee's control, on school property, at a school activity, or on vehicles used to transport employees is prohibited. A weapon is defined as any firearm (loaded or unloaded), any device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples include, but are not limited to the following: guns (including pellet guns, airsoft guns, look alike guns and non-functioning guns that could be used to threaten others); knives (pocket knives included); clubs; metal knuckles; nunchucks; throwing stars; explosives; stun guns; and ammunition

ALCOHOL AND ILLEGAL DRUGS

No employee regardless of medical conditions shall possess drug paraphernalia or possess, consume, buy, sell, or be under the influence of an alcoholic beverage, illegal, or simulated drug, regardless of the quantity, during the school day, while in the school building, on school grounds, at any school activity, or having come to school or an activity after using the chemicals listed above.

WAGE DISCLOSURE PROTECTION

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 800-342-5354 or 651-284-5005.

EARNED SICK AND SAFE TIME

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. For the purpose of this law, an employee is anyone who works at least 80 hours in a year and is not an independent contractor. A year for purposes of the employee's earned sick and safe time accrual is: July 1 through June 30. For the first year the ESST law goes into effect January 1, the year will run January 1 through June 30. Beginning July 1 we will operate by the full fiscal year.

- All our contracted employees have contractual leave that is equal or more than is required by the ESST law. These employees will not receive a change in their annual accrual of leave or a change in frequency (when leave is accrued/available).
- All other staff (credit recovery, targeted services, substitutes, casual employees, achievement assessors, etc.) will receive ESST hours based on the minimum requirements in the law. We will

track hours at the end of each pay period beginning with pay periods that have worked time in January. Once an employee reaches 80 hours they are eligible for one hour of leave for each 30 hours worked up to a maximum of 48 hours accrued per fiscal year. Hours will be credited by the full hour (i.e. 1 hour is available for every 30 worked, partial hours will not be given until each 30 hours are worked). Employees may carryover a maximum of 80 hours from year to year. A copy of the ESST policy is posted in the employee break room.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Northland Learning Center will not discriminate in employment opportunities or practices on the basis of any protected class, including: race, religion (all aspects of religious beliefs, observance or practice, including religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition (including cancer or a record or history of cancer), genetic information, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity or expression, sexual orientation, marital status, registered domestic partner status, veteran status, current or prospective service in the uniformed services, age, or any other protected class under federal, state, or local law. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category. Race, color, creed, religion, national origin, sex, sexual orientation, familial status, marital status, status regarding public assistance, membership or activity in a local human rights commission, disability, age, genetic information, or other legally protected characteristic protected by state, local or federal law. Reference NLC Board Policy 401.

Personnel decisions will be made based on individual performance, staffing needs, merit, and in accordance with the Minnesota Human Rights Act.

SEXUAL/RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

It is the policy of the Northland Learning Center to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The School District prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any employee of the Northland Learning Center to harass or be violent to another student or an employee through conduct or communication of a sexual nature or regarding religion or race as defined by this policy. (For the purpose of this policy, school personnel include joint powers board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District).

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline an employee who is found to have violated this policy.

Any person, who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student, employee of the School District, or any third person, should report the alleged act(s) to the building principal or appropriate School District as designated by this policy. The designated School District Human Rights Officer to whom the report will be referred to the Executive Director (218) 741-9201

STATEMENT ON DISCRIMINATION

It is the policy of the Northland Learning Center to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regards to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to the Executive Director (218) 741-9201 or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. of the Commission of Human Rights, 200 Capitol Square Building, St. Paul Minnesota 55101.

INTERNET/TECHNOLOGY USE

Employees utilizing district-provided Internet access must first have the signed Internet use agreement on file. Employees utilizing school-provided Internet access are responsible for good behavior online as outlined in school guidelines, just as they are in the classroom or any other area of the school. Also, the same general rules for behavior and communication apply.

The purpose of the district-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, employees' use must be in support of, and consistent with, educational objectives of the Northland Learning Center. Access is a privilege, not a right. It is understood that inappropriate or unauthorized use of the Internet will result in disciplinary action, including the termination of district Internet privileges. Access entails responsibility.

Some uses of the school networks/equipment are not permitted. Those include but are not limited to:

- Using the network for financial, commercial, or illegal activities;
- Vandalizing, damaging, disabling, or degrading the electronic or physical property of another individual or organization;
- Attempting to access unauthorized or inappropriate district information;
- Wasting technology resources including; bandwidth, file space, printers, or supplies (paper, toner, etc.);
- Using the network to obtain or transmit ethnic, racial, or religious hate materials; Accessing, uploading, downloading, or distributing pornographic, obscene sexually explicit, or graphically violent material;
- Accessing another individual's material, information, or files without permission;
- Violating copyright or otherwise using intellectual property of another individual or organization without permission;
- Installing, copying, or removing authorized software from district computer systems or networks;

- Using technology in ways which violates any of the district’s policies regarding acceptable use and behavior standards;
- Impersonating any person or organization over the district network.

Inappropriate or unauthorized use of school technology may result in disciplinary action, including the termination of school technology privileges.

Paraprofessional Specific Information

DUTIES & RESPONSIBILITIES

The primary role of the paraprofessionals is to provide direct support to students with special needs in and out of the classroom by working with students one-on-one or in small groups. Paraprofessionals may however, be called on to perform a variety of other tasks. Paraprofessionals serve under the direction and supervision of the special education teacher to assist in carrying out Individual Education Programs. You are a valued and skilled member of the educational team, and you may be asked to provide input to generate ideas to assist in the development of materials and adaptations for students.

Behavior Management: Maintain consistent behavior management, as defined by the team and

the IEP, with each learner and assist with supervision of all activities. Some students have Behavior Intervention Plans (BIP) written into their IEP. These plans must be followed very closely. Please check with the case manager before implementing any type of behavior intervention, to be sure it is an approved procedure.

Individual/Group Work: Under supervision of the teacher, carry out daily objectives and work with learners as individuals or in groups to reinforce material presented by the teacher(s).

- Assist individuals, or in small or large group instruction
- Direct learners in use of materials and understanding directions
- Provide information to learner through alternative modes when necessary
- Reinforce with practice, skills previously taught
- Assist students with self-care, feeding, eating (when appropriate).
- Assist specialists (nurses, therapists) as required
- Read information, directions, assignments, tests, stories to students as needed

Planning: Assist in organizing classroom and daily lessons, grading papers, and preparing or copying materials for the learner(s).

- Assist in classroom planning as requested.
- Report classroom progress to general education teacher and special education teacher
- Report needs of child in both regular and special education settings to teacher(s)
- Assist with material preparation as directed
- Snack preparations
- Classroom cleanup
- Assist with program planning as requested
- Attend meeting and conferences as requested

Documentation: Assist in recording data as trained and requested (i.e. medical, academic, behavior, incident/accident, etc.)

Equipment: Operate and care for equipment used by students and staff.

- Care of books, supplies, equipment
- Reserve, set-up operate, return instructional equipment
- Operate copying equipment
- Operate equipment specific to learners needs

Transition: Promote learner independence in transitioning with

- Assist students in preparing to enter and leaving building in school, as required throughout the day (may require lifting with some students)
- Assist students with bus loading/unloading
- Assist students in community outings

MEDICAL INFORMATION

Administering medications: It is the policy of the Northland Learning Center not to administer any medications to students unless there is a written doctor's order on file. This policy includes over the counter medications such as aspirin, cough syrups, etc. Medications must be sent to school in the original bottle from the pharmacy, with the doctor's directions. Mixed dosages in the same bottle are not acceptable. Please consult your supervisor or school nurse with questions regarding this policy.

Missed Medication: If a student misses his/her medication, refuses to take it, or it is delayed in being administered, contact your supervisor or the school nurse in charge of the program.

Delegated Medical Procedures: Some medical procedures can be delegated to paraprofessionals as long as they are properly trained and routinely supervised by the nurse. Paraprofessionals should only perform procedures for which they have been trained and demonstrated competency.

Dispensing Medications:

1. Wash Hands
2. Dispense medication on time.

TIPS FOR PARAPROFESSIONALS

1. Do not let the student become overly dependent on you. The less work you do for the learner, the better. A successful paraprofessional will guide the student to the correct answer without giving the answer in order to help the student develop independence and learning skills.
2. Spend time asking questions, listening, writing, and helping students to think for themselves.
3. Be sensitive to the emotional, psychological, social problems that may be affecting the performance and behavior of the student. Bring them to the attention of the case manager, school principal, social worker, or building special education coordinator. Do not be afraid

to ask for help!

4. Avoid assuming the role and responsibilities of the professionals and parents. Your job is to support these people, not replace them.
5. Be patient and reinforce positively when a goal is met. Progress may be slow, but always point out the accomplishment no matter how small.
6. Be sensitive in communicating with your students. Most importantly, be a careful listener.
7. Avoid being judgmental or stereotyping students. Each student is different.
8. Be realistic in expectations. If you expect little, little will be produced. Let the learner know you have high, but realistic expectations. With encouragement the learner will come to share your expectations.
9. Teach problem-solving strategies whenever possible.
10. Encourage students to be responsible for listening to direction and encourage them to ask questions for clarification.
11. Assist and praise all students in the class, not just the student you are helping. However, keep in mind your first responsibility is to the Special Education Student(s) in the class.
12. Remember, you are a model of appropriate behavior.
13. Encourage all students to accept, support, trust and assist each other.
14. Allow students to make as many decisions for themselves as possible. Give them choices.
15. Treat all students with respect.
16. Respect each other as colleagues, co-workers and professionals. Speak positively about each other and the school. Do not share conflicts with coworkers with people other than your supervisors.
17. Maintain a professional, but supportive role with students.
18. Avoid becoming overly protective. Students may initially require intensive support, but your goal needs to be to “fade” to a coaching and/or indirect role as soon as possible.
19. Carry your share of the load in the classroom. This is particularly important in rooms that are physically demanding.
20. Confidentiality is an absolute requirement. Only share information with people in the school who have direct involvement with a child, and then only the information that the person needs to know to work with the child. Being a school employee does not entitle people to information (see confidentiality).

GUIDE FOR PARAPROFESSIONALS

A Paraprofessional MAY:	A Paraprofessional May NOT:
Be left alone in a classroom for brief periods of time when the teacher is gone.	Be used as a substitute teacher (unless para is certified)
Work without direct supervision with individuals or groups, on	Provide instruction without teacher direction.

concepts introduced by teachers.	
Have specific instructional and management responsibility, under direction of certified staff.	Be assigned to attend student staffing in lieu of a teacher.
Be involved in student staffing, if requested.	Supervise other staff.
Support inclusion of students in regular class assignments and tutoring.	Assign grades, write programs.
Be assigned record keeping tasks as relevant to classroom management.	Make parent contact or share information with non-school people, unless authorized.
Be reassigned within building/district by administration	Make major program decisions.
Work with a variety of disabilities.	Have access to files, unless authorized.
Assist in transportation supervision of students	Transport students in own vehicles

PARAPROFESSIONAL WEBSITES

Websites at the state level which provide excellent resources and helpful hints for paraprofessionals are:

Minnesota Paraprofessional Consortium Website:

www.ici.coled.umn.edu/para/

The Paraprofessional Connection Website:

www.mw.sisna.com.paraconnect

Paraprofessional Training

<http://paraelink.org/>

ParaPro Exam Information

<http://www.resourcetraining.com/Page/ParaProExam>



Independent School District 6076
1201 13th Avenue South
Virginia, MN 55792-3361
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Fax (218) 741-5384

Ms. Jackie Ward
Executive Director

Northland Learning Center Employee Handbook Signature Page

This signature page is an acknowledgement that the employee has received, read, and understood the rules, policies, and procedures of this handbook and **MUST** be returned within two days of employment.

Employee Printed Name

Employee Signature

Date



STAFF INFORMATION TECHNOLOGY USE AGREEMENT

We have read and agree to comply with the terms of the Independent School District 6076 Information Technology Use Policy. Employees utilizing school-provided Internet access are responsible for good behavior online as outlined in school guidelines, just as they are in the classroom or any other area of the school. Also, the same general rules for behavior and communication apply.

The purpose of the district-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, employees' use must be in support of, and consistent with, educational objectives of the Northland Learning Center. Access is a privilege, not a right. It is understood that inappropriate or unauthorized use of the Internet will result in disciplinary action, including the termination of district Internet privileges. Access entails responsibility.

We understand that in order to administer its information technology resources, the School District can and will monitor use of those resources without notice prior to users.

Staff's Name (Please print):

Staff Signature: _____

Date of Signature: _____