

Special Services Cooperative 2021-2022 Paraeducator Inservice Log

Name: _____ Hrs Required: _____

Supervisor/School: _____ Hrs Completed: _____

Paras are required to complete two inservice hours for each month of employment. Inservice hours are needed to meet KSDE requirements to hold a para position for the State of Kansas and the Special Services Coop.

Paras must participate in inservice regardless of the number of hours per day or days per week worked.

20 Hours	Paras who have worked as a Kansas special education paraeducator less than 3 years (within the past 3 years). 9 month school year = 1 year
10 Hours	Paras who have worked as a Kansas special education paraeducator more than 3 years (including each of the past 3 years). 9 month school year = 1 year
5 Hours	Paras who hold a current KS license/certificate in the following areas: Teacher, NCLB requirement met (during current school year), SLP, OT, PT, OTA, PTA or LPN. If working in related area.

Required For	Title of Inservice Activity & Required Documentation	Date	Hours
ALL Paras Employed in August	Coop Para Back to School Meeting (sign-in sheet or Google electronic signature)		
ALL Paras	Paraeducator Handbook Review (Talent Ed electronic signature)		20 min
ALL Paras	Bloodborne Pathogens (Google electronic signature)		20 min
ALL Paras	Mandated Reporting (Google electronic signature)		20 min
ALL Paras	FERPA/HIPAA (Google electronic signature)		10 min
ALL Paras	Bullying Awareness & Prevention (Google electronic signature)		10 min
ALL Paras	Emergency Safety Interventions (Google electronic signature)		25 min
ALL Paras	Suicide Awareness & Prevention (Google electronic signature)		1 hr
ALL Paras	Education for the Homeless (Google electronic signature)		15 min
ALL Paras	Sexual Harassment (Google electronic signature)		20 min
NEW Paras	Orientation Meeting with Para Facilitator		
NEW Paras	"The Paraprofessional & Student Success: Four Corners to Super Para Status" (Infinitic certificate)		
NEW Paras	"Supporting Positive Student Behavior: Tips for Support Staff Working with Students with Special Needs" (Infinitic certificate)		
Pg. 1 Total			

Title of Inservice Activity, Title & Author (if book, article, video or DVD), or College Class Name	Date	Hours
Pg. 2 Total		

Resources:

- Infinitec:** online professional development at www.myinfinitec.org. Inservice hours are equivalent to Infinitec learning credits. Certificates must be submitted to receive credit.
- Non-Violent Crisis Intervention training:** must be on your school's NCI team or approved by your teacher and principal.
- Pre-approved Books/Articles/Videos/DVDs:** must be relevant to your specific classroom and/or students with whom you work. 1 hour for 200 page book/30 min for each article/30 min for written summary.
- College Credits:** college hours in subjects related to the special education service provided may be substituted for inservice hours. Each college credit hour earned will be counted as 20 staff development hours in the school year the credit was earned. A copy of transcript must be submitted to receive credit.

Total hours completed. Completed logs are due when all hours are completed, IMMEDIATELY upon resignation/termination, or at the end of March.	
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Paraeducator's Signature & Date: _____

Supervising Teacher's/Provider's Signature & Date: _____