

Special Services Cooperative 2023-2024 Paraeducator Inservice Log

Name & Tier:	Hrs Required:		
Supervisor & School:	Hrs Completed:		
<p>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.</p> <p>Paras must participate in inservice regardless of the number of hours per day or days per week worked.</p>			
<p>**Completed logs are due when all hours are completed, IMMEDIATELY upon resignation/termination, or at the end of March.</p>			
Tier 1 - 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		
Tier 2 - 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		
Tier 3 - 5 Hours	Paras with a current KS license/certificate : Teacher, SLP, OT, PT, SW, OTA, PTA, LPN, LBSW or LaBA if working in area directly related to license.		
Required For	Title of Inservice Activity & Required Documentation	Date	Hours
ALL Paras Employed in August	CoOp Para Back to School Meeting (sign-in sheet)	8/9/2023	
ALL Paras	Paraeducator Handbook Review (Talent Ed)		20 min
ALL Paras	Classified Handbook Reivew (Talend Ed)		20 min
ALL Paras	Bloodborne Pathogens		15 min
ALL Paras	Mandated Reporting		20 min
ALL Paras	FERPA/HIPAA		15 min
ALL Paras	Bullying Awareness & Prevention		20 min
ALL Paras	Emergency Safety Interventions - ESI		25 min
ALL Paras	De-escalation		30 min
ALL Paras	Suicide Awareness & Prevention		1 hr
ALL Paras	Education for the Homeless		25 min
ALL Paras	Sexual Harassment		10 min
ALL Paras	Sign Google form		0 min
NEW Paras	Orientation Meeting with Para Facilitator		
NEW Paras	"The Paraprofessional & Student Success: Four Corners to Super Para Status" (Infinitec)		
NEW Paras	"Supporting Positive Behavior: Tips for Support Staff Working with Students with Special Needs" (Infinitec)		
		Pg. 1 Total	

Title of Inservice Activity, Title & Author (if book, article, video or DVD), or Title of College Class	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: