 <b>DEER VALLEY</b> <i>Unified School District</i>	Process Name:	Special Education Paraprofessional Staffing
	Key Strategic Priority:	2
	Reference:	Not Applicable
	Reference Link:	
	Function:	Human Resources

**Overview:** Paraprofessional support may only be added to a student’s IEP via the IEP team after serious consideration. Per DVUSD practice, paraprofessional services are intended to support student’s unique needs in one of the following areas: activities of daily living (defined as feeding, toileting, or mobility) or safety (defined as dangerous behaviors such as physical aggression or eloping from the classroom).

**Campus Responsibilities Regarding Paraprofessional Staffing Throughout the Year:**

Beginning of the School Year-

- Ensure that each student with an IEP has a student record in e-IEPPRO created by the service coordinator that includes a current evaluation and IEP.
- As requested by Student Support Services and Human Resources, or as needed based on student need, ensure that the campus Special Education Strategist has updated the campus paraprofessional services spreadsheet created by Student Support Services by creating a tab for the current month with current student information generated from e-IEPPRO. For further instructions see the “How to Generated a Paraprofessional Services Spreadsheet” on page 2 below. Utilizing each IEP service page of students who have paraprofessional minutes, addressing each.
- Ensure that the Special Education Strategist updates the campus paraprofessional services spreadsheet anytime a student with paraprofessional services withdraws from the district or has been moved down the continuum to a public/private day school by the IEP team.

**Campus Responsibilities Regarding the Request for Additional Paraprofessional Staff:**

- If, after exhausting all options at the campus level, paraprofessional IEP service minutes cannot be met based upon current paraprofessional staffing allocation follow the process on page 5 below.

**Student Support Services Process for Determining Additional Paraprofessional Staffing Needs:**


Within one week of updating the campus paraprofessional services spreadsheet and notifying Student Support Services will contact the campus with a status update. If necessary, Student Support Services will request a substitute paraprofessional position from Human Resources to provide additional support while concurrently reviewing data.

Within three weeks of receipt of request, Student Support Services will make a final recommendation to Human Resources and the requesting site.

If, after review, the need for additional paraprofessional staff on the campus is warranted Student Support Services will submit the request to Human Resources for approval. If approved by Student Support Services and Human Resources, the paraprofessional staffing request will be submitted to the Executive Cabinet for review.

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**HOW TO GENERATE A PARAPROFESSIONAL SERVICES SPREADSHEET**

Activity	Documentation
Follow Steps 1-13	✓ Supply documentation
<b>If the number from step #12 is less than the total number of full-time paraprofessionals that are currently allocated for the campus, e-mail the Student Support Services Coordinator and Compliance Clerk to ask that they review the updated spreadsheet.</b>	✓ Completed Campus Paraprofessional Services Spreadsheet in Google Drive
1. Ensure that all current IEPs are in-forced and locked by reviewing the following reports in e-IEPPRO.	✓ <u>A-10 (4b-ii): IEPs Not In-Force (Proposed) With Current Dates</u>  ✓ <u>A-11 (4b-i): In-Force IEPs Not Locked</u>
2. Run the Supplementary Aids Services report from e-IEPPRO in Excel.	✓ <u>E-16 (4o): Supplementary Aids Services</u>
3. Using the Supplementary Aids Services spreadsheet in Excel, delete any individual services that list a provider other than a paraprofessional or teacher. For example: AA    OT consult                                      General 5/5/2017 4/30/2018 30min/month    OT/OTA	✓ Excel Supplementary Aids Services Spreadsheet
4. Highlight in green any individual services for Activities of Daily Living (toileting, transitioning, mobility, grooming, feeding) For example: Physical support with toileting    Special 10/24/2016 10/19/2017 600 mins/month    Teacher/Para/Thera	✓ Excel Supplementary Aids Services Spreadsheet

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<p>5. For any services other than activities of daily living, review the clarification statement under Supplementary Aids on the IEP service page for each student listed on the spreadsheet to determine the specific paraprofessional support being provided. For example:</p> <p><b>Educationally Relevant Supplementary Aids/Assistive Technology</b></p> <table border="1"> <tr> <td>Behavior Support</td> <td>General Ed. Classroom w/ Support Services</td> <td>8/7/2017</td> <td>270min,</td> </tr> <tr> <td colspan="4">To reinforce and reteach appropriate attending and on-task behaviors.</td> </tr> </table>		Behavior Support	General Ed. Classroom w/ Support Services	8/7/2017	270min,	To reinforce and reteach appropriate attending and on-task behaviors.				<p>✓ IEP--Services and Environment Page (Form I)</p> <ul style="list-style-type: none"> <li>○ Supplementary Aids</li> </ul>				
Behavior Support	General Ed. Classroom w/ Support Services	8/7/2017	270min,											
To reinforce and reteach appropriate attending and on-task behaviors.														
<p>6. Determine if each individual service meets the following criteria:</p> <ul style="list-style-type: none"> <li>○ Activities of Daily Living                             <ul style="list-style-type: none"> <li>○ Feeding</li> <li>○ Toileting</li> <li>○ Grooming</li> <li>○ Mobility</li> <li>○ Transitioning</li> <li>○ Safety                                     <ul style="list-style-type: none"> <li>○ Physical Aggression</li> <li>○ Elopement</li> <li>○ Sexualized Behaviors</li> </ul> </li> </ul> </li> </ul>		<p>✓ IEP--Services and Environment Page (Form I)</p> <ul style="list-style-type: none"> <li>○ Supplementary Aids</li> </ul>												
<p>7. If the service <b>does not</b> meet the criteria indicated above, using the Supplementary Aids Services spreadsheet, highlight the individual service in <b>red</b>.</p> <table border="1"> <tr style="background-color: red; color: black;"> <td>Behavior Support</td> <td>General</td> <td>8/7/2017</td> <td>3/9/2018</td> <td>270min/month</td> <td>Teacher</td> </tr> </table> <p>If the service <b>does meet</b> the criteria specified above, using the Supplementary Aids Services spreadsheet, highlight the individual service in <b>green</b>.</p> <table border="1"> <tr style="background-color: green; color: black;"> <td>Support with implementation of BIP</td> <td>Special</td> <td>5/10/2017</td> <td>5/8/2018</td> <td>810min/month</td> <td>teacher/para/thera</td> </tr> </table>		Behavior Support	General	8/7/2017	3/9/2018	270min/month	Teacher	Support with implementation of BIP	Special	5/10/2017	5/8/2018	810min/month	teacher/para/thera	<p>✓ Excel Supplementary Aids Spreadsheet</p>
Behavior Support	General	8/7/2017	3/9/2018	270min/month	Teacher									
Support with implementation of BIP	Special	5/10/2017	5/8/2018	810min/month	teacher/para/thera									
<p>8. If, after reviewing the clarification statement under the Supplementary Aids service on the service page, the specific service need is unclear, review the present levels section of the IEP to determine whether the service meets the specified criteria. Then, follow the directions outlined in step #7 for each service.</p>		<p>✓ IEP--Present Level of Academic Achievement and Functional Performance (Form B)</p> <p>✓ Excel Supplementary Aids Spreadsheet</p>												

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<p>9. After highlighting each service in red or green, total all of the <b>green</b> highlighted monthly service minutes (do not add in the red highlighted services). Example:</p> <table border="1" data-bbox="207 495 1040 743"> <tr> <td>Support with implementation of BIP</td> <td>Special</td> <td>5/10/2017</td> <td>5/8/2018</td> <td>810min/month</td> <td>teacher/para/thera</td> </tr> <tr> <td>Support with lunch and recess</td> <td>General</td> <td>5/10/2017</td> <td>5/8/2018</td> <td>810min/month</td> <td>teacher/para/thera</td> </tr> <tr> <td>Support with specials</td> <td>General</td> <td>5/10/2017</td> <td>5/8/2018</td> <td>810min/month</td> <td>teacher/para/thera</td> </tr> <tr> <td>Support with academics</td> <td>General</td> <td>10/14/2016</td> <td>10/13/2017</td> <td>540 min/mon</td> <td>para/teacher/therp</td> </tr> <tr> <td>Support with academics</td> <td>General</td> <td>10/14/2016</td> <td>10/13/2017</td> <td>540 min/mon</td> <td>para/teacher/therp</td> </tr> </table> <p style="text-align: center;"><b>2430 min/month</b></p>	Support with implementation of BIP	Special	5/10/2017	5/8/2018	810min/month	teacher/para/thera	Support with lunch and recess	General	5/10/2017	5/8/2018	810min/month	teacher/para/thera	Support with specials	General	5/10/2017	5/8/2018	810min/month	teacher/para/thera	Support with academics	General	10/14/2016	10/13/2017	540 min/mon	para/teacher/therp	Support with academics	General	10/14/2016	10/13/2017	540 min/mon	para/teacher/therp	<p>✓ Excel Supplementary Aids Services Spreadsheet</p>
Support with implementation of BIP	Special	5/10/2017	5/8/2018	810min/month	teacher/para/thera																										
Support with lunch and recess	General	5/10/2017	5/8/2018	810min/month	teacher/para/thera																										
Support with specials	General	5/10/2017	5/8/2018	810min/month	teacher/para/thera																										
Support with academics	General	10/14/2016	10/13/2017	540 min/mon	para/teacher/therp																										
Support with academics	General	10/14/2016	10/13/2017	540 min/mon	para/teacher/therp																										
<p>10. Divide the total number of monthly minutes by 18 (number of service days per month) and document that number at the bottom of the spreadsheet. Example:</p> <p style="text-align: center;"><math>33980/18=1,887</math></p>	<p>✓ Excel Supplementary Aids Services Spreadsheet</p> <p>✓ Calculator</p>																														
<p>11. Divide the number from step #10 by 60 (number of minutes per hour) and document that number at the bottom of the spreadsheet. Example:</p> <p style="text-align: center;"><math>1,887/60=31</math></p>	<p>✓ Excel Supplementary Aids Services Spreadsheet</p> <p>✓ Calculator</p>																														
<p>12. Divide the number from step #11 by 6.75 (number of hours full-time paraprofessionals work per day) and document that number at the bottom of the spreadsheet.</p> <p style="text-align: center;"><math>31/6.75=4.7</math></p>	<p>✓ Excel Supplementary Aids Services Spreadsheet</p> <p>✓ Calculator</p>																														
<p>13. Find the current year campus paraprofessional services spreadsheet in Google Drive and create a new tab for the current month. Then, copy and paste the information from Excel into the campus paraprofessional services spreadsheet.</p>	<p>✓ Campus Paraprofessional Services Spreadsheet in Google Drive</p>																														

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