

### Paraeducators Assisting with Due Process Tasks in DPRS

Some buildings have asked that paraeducators in their building be given access to DPRS in order to help out with Due Process tasks using the DPRS system. As a rule, each building will be allowed to designate 1 or 2 paraeducators to help out with these tasks.

The District Special Education Administration Team has put together the guidelines on the next page outlining what tasks the special education lead is allowed to delegate to paraeducators. However, this is also partially a building decision. If there are tasks listed as acceptable to the Admin team that do not make sense considering the specific needs of the building, those tasks **can be removed** from the acceptable list by the special education lead teacher. However, there **cannot be additions** to the acceptable list without prior approval from the District SPED Admin Team. If you have ideas of tasks that you would like added to the acceptable list, please contact Bill Underwood and he will bring it up to the team for discussion.

If you would like one of the paraeducators in your building to be designated as the Due Process Support para, please e-mail Bill Underwood and he facilitate assigning that paraeducator rights in DPRS, e-mailing their username, temporary password and brief instructions and making sure they are on the list of staff who receive information regarding DPRS. Requests for para rights will only be accepted from the lead special education teacher in the building. In order to get the paraeducators into the system, Sara will need to know:

- The paraeducator's name
- The school the paraeducator works at
- The paraeducator's staff ID number
- The paraeducator's phone number

Staff development is under consideration for these staff members and will be offered in the future. Until that time, it will be the building's responsibility to provide training for the paraeducators to do the tasks that are assigned to them. It would be wise to spend extra time training and checking in on these tasks as the paraeducator is learning the system in order to assure Due Process compliance.

### **Examples of DPRS Tasks**

#### **Tasks Acceptable To Delegate to Paraeducators**

- Running IEP and ESR date reports (to assist in Due Process monitoring)
- Creating Consent to Release Private Data documents -> sending these documents out for signatures -> accepting these documents back -> following up in DPRS marking off that the Consent was signed by the family and inputting the expiry date
- Creating Spec Ed Meeting Notices -> Sending those notices out -> gathering the sign in sheet after the meeting and checking off the attendees that signed in on DPRS
- Assigning students to case manager
- Printing off IEP (IIIP) and Notice of Proposed Services and sending those to guardians -> accepting these documents back -> following up in DPRS in both the Notice of Proposed Services as well as changing the status of the IEP from Pending to Final
- Updating Case Manager, School and Service Providers on current Final IEPs
- Creating a transportation request after verifying that the case manager has documented the need in the IEP in the appropriate areas
- Helping a staff member who does not have access to DPRS (i.e. general education teacher) fill in information on a Critical Incident form.
- Printing any information decided upon by staff.

#### **Tasks Unacceptable to Delegate to Paraeducators**

- Any work on an IEPs (including starting IEPs)
- Creating a Notice of Proposed Services (due to the 5 new fields requesting information, this task is no inappropriate for anyone other than the case manager)
- Creating an Evaluation Plan – or Filling in information on an Evaluation
- Any work on Manifestation Determinations
- Any work on Transfer Notices (no one should be using this)
- Any work on Behavior Intervention Plans
- Self-Sufficiency Profiles