

Paraeducator Information

	(Please fill in the blanks)
Name	
Name preferred to be called	
Birthday	
Phone Number to Call	
Can you receive Texts?	
Preferred method of contact	
Please list 5 ways I can show appreciation to you (ie, verbally, card/note, food (breakfast or lunch, Sweet Tea, Gift card (with Location), etc	1. 2. 3. 4. 5.
Years of Experience working with Exceptional Children	
Years of Experience working with students with Severe disabilities (like students in this class)	

	(Please fill in the blanks)
How is Best way to inform you of a change or needed change *talk to you individually *give input during exact situation?	

Assessment of Skills

(please rate 1-3;ask Reba if have questions)

1-Don't know what that is

2-Know of it, do not know procedure or how to implement

3-I know procedure and can implement

Task	1	2	3
Log into Computer			
Turn on Interactive white board			
Follow Step-by-Step Procedure			
Log into Email			
Open emails			
Send an email			
Send an attachment via email			
Operate Copier			
Operate Fax machine			
Scan Documents using NEAT scanner			
download files from News2you Curriculum			
Open folders on computer			
Record voice on a BIGmack or Step-by-Step communication device			
Record voice on a GoTalk			

Task	1	2	3
Record voice on a iTalk4			
Record voice on a Pal Pad			
Dynavox Communication Device			
Record voice on Go Talk 1			
Record Voice Go Talk "Picture Frames"			
Boardmaker			
Intellikeys			
Picture Communication board			
Data Collection (if given procedure and codes to use)			
Add events to Google Calendar			
Open file on Google Drive			
Use of Google Form (ex: Reba Communication Log)			
Plug in Headphones			
Experience with Mac			
Experience with iPad			
Jellybeamer Switch			
Switch Interface			
Insert CD into Computer			
Insert Hard drive or thumb drive into computer			
Ejecting Hard Drive from Computer			
Set up Computer			