

Guidelines for Para Professionals Completing Western's Residency Program

The following is a list of non-negotiable guidelines for para-professionals seeking to complete their residency year. **Before you proceed, please check with your district's HR department to ensure that they will allow you to hold your paraprofessional position while completing your residency year.** Once you have done that, confirm that you are able to satisfy each requirement and obtain authorization from your mentor(s), principal and district HR professional. *If you are a SPED paraprofessional seeking approval to complete our residency, please see the Mentor Paperwork, page. 3 for additional requirements that must be met to complete Western's program and obtain a Special Education Generalist license.

Western Para/Resident Requirements	I confirm this requirement will be met in my placement	Additional Information <small>*Please provide additional information in this column or in an attached letter that will assist the Clinical Coach team in understanding your how your paraprofessional position will work with Western's residency program.</small>
<p>Elementary residents Work within one or maximum two mentor teachers' classrooms for a minimum of 24 hours a week, 20 directly working with students, for elementary teachers (This needs to be a consistent schedule). Please attach your proposed schedule, with hours calculated, for approval.</p> <p style="text-align: center;">OR</p> <p>Secondary/SPED/K-12 residents Work with one or maximum two mentor(s) in the same content area for a minimum of 24 hours a week, , 20 directly working with students, for secondary/SPED/K-12. Please attach your proposed schedule, with hours calculated, for approval.</p>		Name of Mentor(s):
Teach in a full class – whole group instruction opportunities must be available (*There may be exceptions for SPED residents)		
Be free to implement lessons from week 3 of the program (you cannot be confined to para duties). A suggestion for this requirement is that the mentor teacher takes over para duties as para takes on more teaching responsibility.		
Be free to gradually take over teaching responsibilities as the year progresses (again, you cannot be confined to para duties).		*Please see attached Assumption of Responsibilities pages from the Guidebook and explain how this will work for you.
Implement instruction in all areas of the curriculum (if elementary).		
<p>Take over full teaching responsibilities for 5 weeks in the spring (40 hours each week). Some suggestions for this requirement:</p> <ol style="list-style-type: none"> a. Swapping positions with your mentor teacher for this five weeks b. Taking a leave of absence/resigning from the para position 		

Please have your mentor(s), principal and district HR professional review this completed form and sign below to confirm that Western requirements will be met for your residency year while working as a paraprofessional.

School Name	
School Phone Number	
District Name	
District Phone Number	

	Printed Name	Signature
Resident		
Mentor(s)		
Principal		
District HR Professional		

Please send the completed form to Cori Woytek at cwoytek@western.edu. Your request will not be reviewed until the form is thoroughly completed, including the additional explanations and schedule calculated with hours. Allow up to two weeks for review.

For Office Use Only	
Received by: _____	Date: _____
Position/Placement Approved: <input type="checkbox"/>	
Position/Placement Denied: <input type="checkbox"/>	Date: _____
Comments/Notes:	
Clinical Coach Signature(s):	