



Paraeducator Schedule

Directions:

1. Identify location and specify times for each class or activity.
2. Give details as to what you are doing with each time period with initials of students. Do not give student names on your schedule (due to confidentiality).
3. If changes are made, file a new schedule as soon as possible and send to changes to Keystone.
4. Have all schedules signed by the teacher(s) and the school principal.
5. Fill out specifically what you do in each of the classes-your job duties.