



Paraeducator In-service Log 2017-2018

Copies of in-service log are due to the CoOp office on 12/15/2017. At least half of required hours should be completed.
Completed/signed in-service logs are due to the CoOp office on 3/30/2018, when hours are completed or IMMEDIATELY upon resignation/termination.

Name: _____ Building: _____
 Hours Required: _____ Hours Completed: _____ Log due date: Friday, March 30, 2018

In-service hours are needed to meet KSDE mandatory requirements to hold a paraeducator's position for the State of Kansas and the Special Services Cooperative. Paraeducators must participate in the following staff development, regardless of the number of hours/day or days/week worked. In-service hours are a mandatory requirement for your employment in this district.

20 hours	Paraeducators who have worked as a Kansas Special Education Paraeducator less than 3 years (within the past 3 years) . 9 month school year = 1 year
10 hours	Paraeducators who have worked as a Kansas Special Education Paraeducator for more than 3 years consecutively (including each of the past 3 years) . 9 month school year = 1 year
5 hours	Paraeducators who hold a current Kansas license/certificate in the following areas: teacher, NCLB requirement met (during current school year), LPN, OTA, PTA, related service provider (SLP, OT, PT, etc.) {If working in related area.}

<u>MANDATORY IN-SERVICE HOURS</u>	<u>Estimated Hours</u>	<u>Total Hours</u>	<u>Evidence/ Verification</u>	<u>Initials</u>
Back to School In-service: orientation session addressing Coop policies and procedures, employee expectations, confidentiality, mandated reporting and Emergency Safety Interventions (ESI) for Kansas.				
<input type="checkbox"/> Completed 8/10/2017	4.5		sign-in sheet	xxx
New Para Orientation: new employees meet with the HR director to complete new hire orientation and Skyward tutorial.				
<input type="checkbox"/> Completed 8/10/2017	2		sign-in sheet	xxx
Talent Ed/Records: Bloodborne Pathogens and Sexual Misconduct Videos				
<input type="checkbox"/> Completed Date Completed: _____	0.5		teacher's initials	
Talent Ed/Records: Suicide Prevention Training Video				
<input type="checkbox"/> Completed Date Completed: _____	1		teacher's initials	
Talent Ed/Records: Paraeducator Handbook - Coop policies and procedures				
<input type="checkbox"/> Completed Date Completed: _____	0.5		teacher's initials	
Infinitec Learning Campaign: Student Confidentiality, Mandated Reporting & Emergency Safety Interventions (ESI) for Kansas				
<input type="checkbox"/> Completed *Mandatory only if did not attend Back to School in-service.	1.25		certificates	xxx
Infinitec Learning Campaign: Roles & Responsibilities of the Para & Bus Driver Training: Working w/ Students w/ Special Needs				
<input type="checkbox"/> Completed *Mandatory for all new paras.	1		certificates	xxx

MANDATORY IN-SERVICE HOURS COMPLETED (pg 1 total)

ADDITIONAL IN-SERVICE OPPORTUNITIES

Estimated Hours Total Hours Evidence/
Verification Initials

Infinitec: online professional development at www.myinfinitec.org. (Add additional pages as needed.)				
Title:	varies		certificate	xxx
Title:	varies		certificate	xxx
Title:	varies		certificate	xxx
Title:	varies		certificate	xxx
Title:	varies		certificate	xxx
Title:	varies		certificate	xxx

Staff development: activities within the building specifically related to the area and type of program in which the paraeducator is employed. *Must be preapproved by Principal and CoOp. (Add additional pages as needed.)

Date Completed:	Activity:	varies		sign-in sheet & agenda	
Date Completed:	Activity:	varies		sign-in sheet & agenda	
Date Completed:	Activity:	varies		sign-in sheet & agenda	
Date Completed:	Activity:	varies		sign-in sheet & agenda	
Date Completed:	Activity:	varies		sign-in sheet & agenda	
Date Completed:	Activity:	varies		sign-in sheet & agenda	

Nonviolent Crisis Intervention Training: *Must be on your school's NCI team or approved by your teacher, principal and CoOp.

Date Completed: _____	3-7		sign-in sheet	xxx
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Read Preapproved Book: *Must be relevant to your specific classroom and/or students with whom you work. (1 hr for 200 pg book, .5 hr for written summary) {Add additional pages as needed.}

Title/Author:	varies		teacher's initials	
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Read Preapproved Article: *Must be relevant to your specific classroom and/or students with whom you work. (.5 hr each article) {Add additional pages as needed.}

Title/Author:	varies		teacher's initials	
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Watch Preapproved Training Video/DVD: *Must be relevant to your specific classroom and/or students with whom you work. (up to 2 hrs) {Add additional pages as needed.}

Title/Author:	varies		teacher's initials	
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College Hours: in related subjects may be substituted for special education in-service hours. Each college hour will be counted as 20 inservice hours and applied to the school year in which the coursework was obtained. *Must be preapproved by CoOp.

Class Name:	20x		transcript	xxx
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ADDITIONAL IN-SERVICE HOURS COMPLETED (pg 2 total)

MANDATORY IN-SERVICE HOURS COMPLETED (pg 1 total)

TOTAL IN-SERVICE HOURS COMPLETED

Para's Signature: _____

Date: _____

Supervising Teacher's Signature: _____

Date: _____