







# Supervising Volunteers and Paraprofessionals – Video Script Handout

			
<p>Supervising Volunteers and Paraprofessionals</p>	<p>Volunteers and paraprofessionals can make substantive contributions to the classroom environment when they understand their duties and have the skill to carry them out. Establishing specific expectations for volunteers and providing them with appropriate guidance can produce positive experiences for them, the teacher, and most importantly, the students.</p> <p>Let's see several ways to effectively establish a successful classroom by planning and setting realistic expectations when supervising volunteers and paraprofessionals.</p>	<p>Nancy Binghamton is retired and is interested in volunteering at her grandson's school. She has a meeting with her grandson's teacher prior to volunteering.</p>	<p>Teacher: Thank you, Mrs. Binghamton, for responding to my request for volunteers and coming in to speak with me. Tell me, what activities do you like to do and feel comfortable doing with the children?</p>

## Supervising Volunteers and Paraprofessionals – Video Script Handout

			
<p>Mrs. Binghamton (grandmother): I really enjoy reading aloud. Occasionally I help Daniel with his vocabulary words too. I have a phonics book that I found to be very helpful. I don't feel as comfortable with helping with math.</p>	<p>Teacher: We definitely have a place for you during our reading circle time. We have several paraprofessionals who support me by working directly with some students in math and also help students with disabilities so that they are more successful in the classroom.</p>	<p>Teacher: Here is a volunteer handbook which will cover basic information and commonly asked question. I would like to go over several key areas in the handbook today with you. Always feel free to ask me any questions or concerns you may have while we discuss this or even in the future.</p>	<p>Narrator: The teacher continues speaking with Mrs. Binghamton, which makes her feel welcomed and comfortable. The teacher covers some of the school logistics and the importance of volunteers. Some of the topics include:</p> <p>Working out schedules to devote time on tasks in the classroom.</p> <p>Whom she should contact if running late or can't make it that day.</p> <p>Where to place her coat and purse when arriving.</p>
			
<p>Other topics for volunteers and paraprofessionals include: Confidentiality of students' abilities; Specific performance strategies and common classroom tasks; Established classroom disciplinary procedures; and Honest two-way communication and feedback - to name a few.</p>	<p>Teacher: I have established a volunteer journal which will always be updated prior to your arrival. It will allow you to know what to do when you arrive. For example, the journal may have something like:</p>	<p>"Please work with Abigail on her spelling words. Give her a word, let her spell it out loud, and then have her write it down," or "Listen to a particular child or children read aloud and make a list of the words that are troublesome," or even "These pages need to be copied or these cards need to be cut along the lines."</p>	<p>I will be as specific as possible in my instructions. I find that leaving a list of students, their specific needs for that day, and any clerical things in the journal makes expectations easier to follow and provides a guideline to help the class run smoothly.</p>

## Supervising Volunteers and Paraprofessionals – Video Script Handout

<p>Mrs. Binghamton (grandmother): Thank you so much for your thorough examples and explanations of a volunteer's role. I was not sure what to expect before coming here nor how much time I would be devoting to the classroom. I like that we agree to a six week at a time schedule. I wouldn't want to disappoint the children. I didn't realize the impact volunteers had on specific children, that they look forward to the extra attention, and even how we can help the whole learning experience.</p>	<p>Teacher: I am delighted to have met you today and appreciate your willingness to dedicate your time to our students. I am sure you will be a wonderful addition to our learning community!</p>	<p>Narrator: Volunteers and paraprofessionals play a special role in our classrooms. They are essential to the foundational system in encouraging student growth and providing the teacher and students an opportunity for extra instruction and support.</p>	<p>Narrator: Now that you have watched a way to provide success supervising a volunteer how would you answer these questions?</p> <p>How can understanding the roles, standards, and guidelines for paraprofessionals aid in their supervision?</p> <p>How can volunteers and paraprofessionals best be supported?</p> <p>How can training enhance paraprofessional skills?</p>