

Time Use Ideas

The following information and ideas were developed by members of the **Paraeducator Advisory Council** at **Founders Elementary School** in Essex Junction Vermont using, "A Guide to Schoolwide Action Planning for Paraeducator Supports" (Giangreco, Edelman & Broer, 1999). This document is available on the Internet at: <http://www.uvm.edu/~uapvt/parasupport/guide2.html>

Priority Identified:

In what ways might we establish time and mechanisms to allow opportunities for paraeducators to meet regularly with their teams?

Criteria for Selection of Ideas:

1. Within current budget
2. User-friendly for staff and parents
3. Has maximum benefit to students
4. Regular, predicable, and consistent
5. Useful and available to all team members and teams
6. Avoids useless meetings

Ideas Generated that Meet the Criteria:

1. Select a weekly/monthly time with coverage in advance as needed.
2. Provide compensatory time with parameters regarding use.
3. Pay people to meet before and after school.
4. Use a communication log, journal, or notebook.
5. Build time into the master schedule.
6. Involve peers from the high school or middle school to provide support at the elementary school.
7. Hire substitute paraeducators (could be used as a "floater" sub).
8. Reduce the number of meetings. Make sure meetings have a clear agenda and that folks are prepared.
9. Recruit volunteers for lunches/recess duty coverage and assign fewer paraeducators.
10. Use written communication to discuss agenda items and increase efficiency
11. Hold trainings on how to have effective meetings.

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