


sharemylesson
www.sharemylesson.com

Paraprofessionals and School Support Personnel



What is **Share My Lesson**?

Share My Lesson is a place where anyone who works with students inside or outside of schools can come together to share their very best resources. Developed by educators, this free platform gives access to high-quality resources and provides an online community where educators and parents can collaborate with, encourage and inspire each other.

Share My Lesson
is for ...

- ☁ A **new teacher** working to develop lesson plans and find great materials.
- ☁ A **food service worker** who wants to share all his or her best resources on nutrition.
- ☁ An **experienced teacher** who has successful lessons to share with colleagues.
- ☁ An **early childhood educator** with a great activity for very young students.
- ☁ A **classroom paraprofessional** with ideas on how to work with individual students and small groups.
- ☁ A **new hall monitor** who needs student discipline strategies.
- ☁ A **professor of teacher education** working with student teachers.
- ☁ A **parent** looking for meaningful educational activities for children at home.

Share My Lesson
is for you!

To join **Share My Lesson**, sign up online at www.sharemylesson.com; registration is quick, free and easy. Then watch our how-to videos on locating resources and uploading *your* materials to the site.

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Keeping a school running smoothly and students learning is a complex task, as anyone who works with students knows.

Throughout the day, students interact with and receive myriad services from librarians, school secretaries, custodians, school nurses and security personnel. Everyone inside and outside the building has a role to play in ensuring that students are safe and ready to learn. In many schools, paraprofessionals assist teachers and students in the classroom.

Share My Lesson knows that the work of educating the nation's children is the product of many members of the school community working to ensure a high-quality education. Office employees, custodians, maintenance workers, bus drivers, instructional paraprofessionals, food service workers, school nurses and health aides, secretaries, special education assistants and many others promote public education by strengthening the institutions in which they work, and by protecting the health and welfare of their students.

Everyone plays a vital role and must work together for student success. Respect and communication are crucial in establishing an

effective environment where student learning will flourish and Share My Lesson can help.



Good Communication
+
Teamwork
=
Student Success

Create an Open Relationship

Create a healthy, open relationship with the teachers, paraprofessionals and other school staff in your classroom and school. Set aside time to get to know one another. This could include each of you discussing your background, experience, special interests, and even strengths and weaknesses. Together, you should all set goals for your students. Understanding the teachers and other school staff you work with will make your work easier and ultimately more successful for your students.

Be an Active Listener

Active listening is the key to true communication. It is a good way to really get to know another person and understand his or her side of a problem or issue. Active listening helps the person you're talking with speak freely and explain his or her views, so you can work out a solution together. The best active listeners employ specific strategies to maximize the effectiveness of every conversation.

Avoid Communication Barriers

Avoid communication barriers such as destructive criticism or name-calling—these will only cloud the lines of open communication and risk weakening your relationship.

Plan Together

Planning together keeps you productive and motivated. Planning weekly schedules and daily activities can make all educators' lives easier. You may want to use a daily "things to do" list that assigns a priority to each task. You also could work together to create bulletin board displays, instructional games and special activities.

Build Mutual Respect

Assertiveness and mutual respect cement the bond of a school and classroom team. Assertive behavior means expressing yourself clearly (but without resentment or rage), asking questions when you need to and addressing problems in a non-confrontational way as soon as they arise. When asked what “respect between co-workers” means, all educators mention these behaviors.

Define Roles and Responsibilities


Defining roles and responsibilities can prevent confusion and conflict. The first weeks in the classroom can be confusing for everyone because teachers may have different ideas about the kind of help and the specific job duties they expect from a paraprofessional and other school staff. All school staff have the right to ask questions such as: What are my regular duties? What is the daily routine? What student records are available to me? How much contact should I have with parents? What’s expected of me in terms of student discipline?


Share Feedback


Feedback builds a working team. Although the classroom teacher takes the lead in the classroom, all school staff should have the chance to share feedback, which will help reduce confusion, duplication of effort and resentment.




Share My Lesson is for anyone who works with students both inside and outside of school. To get started, take a look at our ever-growing collection of free resources designed for paraprofessionals and school support personnel at <http://tinyurl.com/smlschoolsupport>.

 **Managing Student Behavior** Whether you are on the bus, in the main office or in the classroom, Share My Lesson has resources to help you set boundaries, communicate and effectively manage student behavior.

 **Understanding and Stopping Bullying** Bullying is an important issue that must be addressed by everyone who works with students. Share My Lesson has a collection of bullying prevention resources, which includes a training tool kit specifically designed to help bus drivers identify warning signs of bullying and provides strategies for intervening when bullying occurs.

 **Students with Special Needs** Do you work or interact with students who have special needs? Share My Lesson has resources to help you manage, including a guide to caring for the medically fragile child and resources on reaching out to parents of English language learners.

 **Counseling and Student Support** Share My Lesson can help you support students, whether it is a resource that helps guide students through the sometimes complicated process of choosing a college, or resources created by experts on how to help children cope with traumatic events.

A supportive network of professionals

Share My Lesson is more than a website—it is an online community. Communicate with colleagues around the nation by taking part in online forums where you can give and get advice and support on a wide range of subjects, from school safety to preparing nutritious meals to providing instructional support.

**Share My Lesson
was developed by the American
Federation of Teachers and
TES Connect.**



A Union of Professionals

About the American Federation of Teachers

The American Federation of Teachers is a 1.5 million-member union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to furthering these principles through community engagement, organizing, collective bargaining, political activism and the work our members do.

The AFT works tirelessly to press for the tools, time and trust educators need to build strong public schools for all children, boost teacher quality, create rigorous academic standards aligned with a strong and deep curriculum, invest in wraparound services that help overcome barriers to student success, and ensure teachers and school support personnel have a voice in improving their schools.

www.aft.org



About TES Connect

TES is an extraordinary story, encompassing one of the fastest growing digital communities of any profession globally, as well as a 100-year heritage at the center of teaching and the education community. Today, with more than 2 million registered online users in 197 countries, it is the largest online network of teachers in the world.

More than 2 million resources are downloaded from the TES Connect website every week, and it is home to more than 500,000 individually crafted teaching resources developed by teachers for teachers. This massive collection helps to inspire and inform teachers when they are preparing their lessons. It is no surprise that 3.5 resources are downloaded every second from TES.

www.tesconnect.com



Why Join?

With **Share My Lesson**, you can ...

- Use a single website to access more than 300,000 free resources on topics ranging from managing student behavior to supporting students with special needs.
- Search by grade, subject, topic and format of resource.
- See how other educators have rated and reviewed resources.
- Search for materials specifically designed to help implement the Common Core State Standards.
- Access additional high-quality resources from our content partners, including LearnZillion, Colorín Colorado, Student Achievement Partners, Civic Voices, PTA, GLSEN, Bully Project, Peace First, Teaching Tolerance, National Constitution Center, RFK Center and BTU's 21st Century Lessons.
- Have a trusted place to share what has worked with students.
- Gather advice and inspiration from your colleagues.

Join now at
www.sharemylesson.com