



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Mandatory Annual Online Training Modules for Special Education Paraprofessionals

**NUMBER:** REF-6889.1

**ISSUER:** Beth Kauffman, Associate Superintendent  
Division of Special Education

**DATE:** October 8, 2018

**ROUTING**  
 All Locations  
 LD Superintendents  
 Administrators of Instruction  
 LD Directors  
 Special Education Administrators  
 Personnel Commission  
 Nursing Services  
 School Site Administrators  
 Supervising Special Education Assistants  
 Special Education Assistants and Trainees  
 Health Care Assistants

**DUE DATE:** Paraprofessionals must complete all Online Training Modules during work hours by **April 15th of each school year**.

“Paraprofessionals” includes Special Education Trainees (Class Codes: 4575; 4573; 4562), Special Education Assistants (Class Codes: 4571; 4578; 4566), and Health Care Assistants (Class Code: 4700; 4701).

**PURPOSE:** The purpose of this Reference Guide is to provide information and procedures to complete the *Online Training Modules for Special Education Paraprofessionals* series of mandatory training modules annually. Completion of these training modules will provide paraprofessionals with a clear understanding of their professional duties and role in supporting students with disabilities.

**MAJOR CHANGES:**

- Replaces REF-6889.0 dated July 31, 2017, of the same title, issued by the Division of Special Education.
- “Base” has been removed from the title of the document.
- Beginning in Fall 2018 - updated information on accessing courses in MyPLN (<https://achieve.lausd.net/mypln>).

**BACKGROUND:** Professional development activities are an integral part of the District’s strategy for providing educators, including paraprofessionals, with the knowledge and skills necessary for students to be college, career, and life ready. Based on the results of a needs assessment, the Division of Special Education and Classified Growth and Development designed a series of *Online Training Modules* to provide Special Education Paraprofessionals with information regarding best practices and strategies on how to support the learning environment for students with disabilities.

These modules are aligned to the [Paraprofessional Performance Framework](#) and [Special Education Paraprofessional Self-Assessment](#) tool, which are located



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**BACKGROUND (Continued):** on the Personnel Commission's Classified Growth and Development website at <http://achieve.lausd.net/Page/12173>.

Upon completion of the modules, paraprofessionals will be able to support students in a variety of instructional programs, working with teachers to implement instruction, positive behavior support, and personal care for students with disabilities.

The *Online Training Modules* topics include:

- Special Education Paraprofessional Framework Training
- Managing Health and Physical Needs of Students with Disabilities
- Equipping Paraprofessionals to Support Students with Disabilities with Positive Behavioral Tools and Strategies
- Equipping Paraprofessionals with Instructional Tools and Strategies to Support Students with Disabilities on the Alternate Curriculum
- Equipping Paraprofessionals with Instructional Tools and Strategies to Support Students with Disabilities on the General Core Curriculum

### PROCEDURES:

#### I. TRAINING MODULE REGISTRATION & COMPLETION

- A. The *Online Training Modules* are offered through MyPLN at <https://achieve.lausd.net/mypln> (**Keyword:** Paraprofessional).
- B. The entire series of online training modules are to be completed by all paraprofessionals **prior to April 15th of each school year**.
- C. Paraprofessionals will be auto-enrolled by the Division of Special Education annually upon the start of C-Basis.
- D. To access [MyPLN](#), users will need to log in using their Single Sign-On (SSO) account username email and password.
- E. Participants are officially registered when a confirmation registration email to their LAUSD email account is received.
- F. More information about the registration and completing the training process is available in a job aid available at: <https://achieve.lausd.net/Page/3330>.
- G. These training modules can also be accessed by LAUSD SELPA charter school paraprofessionals, teachers, or school administrators.
  1. Non-LAUSD employees use their LAUSD SSO username and password.
  2. Non-LAUSD employees who do not currently have an LAUSD SSO



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## PROCEDURES (Continued):

account, may submit a request through EZ-Access (<https://ezaccess.lausd.net>).

- H. **Requirements for Completion:** Upon completion of each course, paraprofessional participants must take and pass an assessment demonstrating their knowledge and comprehension of key concepts. The training will be deemed complete after passing the assessment with a score of 100%.

## II. PRINCIPAL RESPONSIBILITIES

In order to provide paraprofessionals with training to support instructional programs for students with disabilities, the school site principal shall:

- A. Ensure the *Online Training Modules* are completed **prior to April 15th of each school year** for Special Education Paraprofessionals with the following class codes:
1. Special Education Trainees (Class Codes: 4575; 4573; 4562),
  2. Special Education Assistants (Class Codes: 4571; 4578; 4566),
  3. Health Care Assistants (Class Codes: 4700; 4701)
- B. Coordinate opportunities for paraprofessionals to complete all modules.
1. Must be completed during an employee's regularly scheduled work day and hours.
  2. Completion should not significantly impact classroom support, instruction, or the personal/health care provided by paraprofessionals for students with disabilities.
  3. Suggested sequence and timelines are available to assist with scheduling the series of training modules (Attachment A).
- C. Collect and maintain certificates of completion for all paraprofessionals annually.
- D. Distribute this reference guide to all Special Education Paraprofessionals.

## III. PARAPROFESSIONAL RESPONSIBILITIES

All paraprofessionals must take and complete the *Online Training Modules* annually as scheduled by their school administrator/designee or direct supervisor.

If a paraprofessional has not been auto-enrolled, please see the *Online Training Modules Job Aid* available at: <https://achieve.lausd.net/Page/3330>



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### PROCEDURES (Continued):

- A. After completion of each assessment, participants must print out a certificate of completion and submit to the school site administrator/designee.
- B. Paraprofessionals must maintain a current copy of their certificate of completion and provide it to the school administrator/designee upon request, or when beginning a new assignment.
- C. It is highly suggested that all paraprofessionals view the [\*Special Education Paraprofessional Framework Training\*](#) and complete the [\*Self-Assessment\*](#).

### RELATED RESOURCES:

Division of Special Education, *Online Training Modules for Special Education Paraprofessionals Job Aid*, <https://achieve.lausd.net/Page/3330>

Personnel Commission, [Classified Employee Growth & Development Cycle for Special Education Paraprofessionals](#).

Personnel Commission, Class Description, Unit B, "Special Education Assistant"

Personnel Commission, Class Description, Unit B, "Health Care Assistant"

Personnel Commission, Classified Growth and Development Cycle, *Special Education Paraprofessional Framework Training*

REF-6777.1, *Procedures for Completing the Annual Early Childhood Special Education Health and Safety Review*, dated July 3, 2017

MyPLN website, <https://achieve.lausd.net/mypln>

### ASSISTANCE:

For assistance or further information please contact the Division of Special Education Operations at (213) 241-6701 and ask for a Supervising Special Education Assistant or email [sesc-operations@lausd.net](mailto:sesc-operations@lausd.net).



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ATTACHMENT A

**SUGGESTED SEQUENCE AND TIMELINE TO COMPLETE ALL  
PARAPROFESSIONAL ONLINE TRAINING MODULES  
PRIOR TO APRIL 15<sup>TH</sup> OF EACH YEAR**

Administrators may consider scheduling trainings on minimum days such as bank days.

Administrators shall make time available for paraprofessionals assigned to bus or afterschool duties to complete during their work hours at a time that does not impact support to the students' instructional day.

The suggested order may be changed based on your program needs.

<b>WORKSHOP TITLE</b>	<b>SUGGESTED TIMELINE AND DURATION</b>
"Special Education Paraprofessional Framework Training"  MyPLN Keyword: Paraprofessional  Personnel Commission: Classified Growth and Development Cycle <a href="http://achieve.lausd.net/Page/12173">http://achieve.lausd.net/Page/12173</a>	Complete by Sept. 20 <sup>th</sup> , annually. Approx. 30 min. May be completed in one session.
"Managing Health and Physical Needs of Students with Disabilities"  MyPLN Keyword: Paraprofessional	Completed by Oct. 31 <sup>st</sup> , annually. Approx. 45 min. May be completed in one session.
"Equipping Paraprofessionals to Support Students with Disabilities with Positive Behavioral Tools and Strategies"  MyPLN Keyword: Paraprofessional	Complete by Dec. 10 <sup>th</sup> , annually. Approx. 90 min. May be completed in 2-3 sessions.
"Equipping Paraprofessionals with Instructional Tools and Strategies to Support Students with Disabilities on the Alternate Curriculum"  MyPLN Keyword: Paraprofessional	Complete by Feb. 13 <sup>th</sup> , annually. Approx. 90 min. May be completed in 2-3 sessions

All Mandatory Trainings are to be completed by **April 15<sup>th</sup> of each school year.**  
**COMPLETE ALL ASSESSMENTS, PRINT, AND PROVIDE CERTIFICATE OF COMPLETION TO SITE ADMINISTRATOR.**

*Paraprofessionals will be able to return to modules to review specific areas for further learning at any time by going to "Transcript" tab in MyPLN.*