

Paraeducator Name:

Supervisor:

Type of para (1:1 or shared):

Classroom(s):

Students you work with: \_\_\_\_\_

*\*Insert a short thank you message for the substitute.*

### **Background information**

*Share important information about each student that you work with.*

### **Daily Schedule & Plans**

*Go through each block of your day and describe what you do with your students. Also, be sure to include any tasks you do around the school or classroom that would be helpful for subs to know.*