



**Training: Paraprofessional Training**  
*Audience: Paraprofessionals / Paraeducators*

## Summary

The Sub-Hub's **Paraprofessional Training** program consists of 3 courses covering a wide range of essential foundational topics for paraprofessionals including instructional and behavior management techniques as well as preparedness to work with students with special needs. This program includes approximately **3 – 4 hours** of training in total.

**The courses are as follows:**

### Course 1: Introduction to Being a Paraprofessional

This course serves as an overview of fundamental information for paraprofessionals including: roles and responsibilities, understanding policies and procedures, legal compliance, ethical conduct, and appropriate communication.

### Course 2: Students with Special Needs

Paraprofessionals will be assisting students with special needs. This course covers the basics of understanding and assisting those with special needs. Course topics include: definition, awareness and sensitivity, school procedures and educational plans, common disorders and other types of special needs, and general strategies and best practices.

### Course 3: Working with Students

This course covers the basic details of working with student populations, effectively managing and instructing them. Course topics include: preparation and organization, different age groups, positive discipline, stress management, communication, handling bullying and stimulating learning.

## Pricing

Like all Sub-Hub trainings, there is a retail price for our trainings but there are discounts available for districts that opt to require our training(s) for their learner groups.

### Retail Price - \$15.00/person.

This includes all 3 courses in the program. This is the price if the training is merely **suggested**, rather than required.

### Discount Price - \$12.00/person.

This includes all 3 courses in the program. This is the price if the training is **required**.

This price is the same whether the learner is purchasing the program or the district is purchasing access on behalf of the learner. Districts may purchase blocks of “seats” in any training.

**No District Cost** - If the learner pays for the training there is no cost for the district to use our service. This includes use of the administrative login and full customer support.



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## Logistics

The logistics for using the Sub-Hub are very simple\*. Once you've decided which trainings you will be using, the Sub-Hub will provide you with an Instruction Sheet(s) to be distributed to your learners with all the information they need to register with us, purchase training, and complete training. All school district administrators need to do is give learners this sheet(s) when they are ready for them to train.

The learner will access training independently using his/her instructions. Once a learner completes his/her training, the learner can provide printed Certificates of completion for all required trainings to validate completion. Additionally, school district administrators will have a web-based login so that they may verify learner completion online. Administrators also have direct access to learners' Certificates so they may retrieve them as well, if desired. That is all there is to it!

*\*Because all districts are different, we are always open to different ways of doing it, but this describes the most common method for using our service.*

## District Preview

We are happy to provide a full preview to administrators at school districts or other agencies with relevant employees (i.e. – staffing agencies, educational consortia, etc.). If you would like to request a preview of any training(s), simply contact the Sub-Hub directly at [info@thesub-hub.com](mailto:info@thesub-hub.com).