

# Maximizing the Effectiveness of SPECIAL EDUCATION PARAPROFESSIONALS



A Unique One-Day Live Online Seminar Presented by

**Megan McGee-Heim**

Outstanding Special Educator and National Presenter

**Specifically Designed for Special Education Paraprofessionals, Special Education Teachers, Special Education Paraprofessional Trainers, and Administrators**

**Practical strategies for paraprofessionals** to increase their effectiveness in directly supporting students with special needs and IEP goals across grade levels

**Key collaboration strategies** to build strong communication between special education teachers, paraprofessionals, administrators, and support staff

**Practical methods for defining and organizing roles and responsibilities** in ways that make paraprofessional/teacher teams more effective

**Classroom-proven instructional strategies** for paraprofessionals supporting students, and management strategies for teachers who oversee them

## LIVE ONLINE SEMINARS

**January 22**

**9 AM Central**, 8 AM Mountain,  
7 AM Pacific, 10 AM Eastern

**February 3**

**9 AM Eastern**, 8 AM Central,  
7 AM Mountain, 6 AM Pacific

CEUs and Graduate Credit Available  
See page 6 for details

## CAN'T ATTEND?

Order the recorded version  
and take the seminar online at  
your convenience (see page 6)

*"Very informative, great  
practical suggestions,  
ideas provided, easy to  
understand and follow."*

– NATALIE NELSON, SPECIAL  
EDUCATION TEACHER

# Ten Key Benefits of Attending

*Great classroom information to help the special needs education classroom."*

– KELLY MARTINEZ,  
PARAPROFESSIONAL



## Who Should Attend

Special Education  
Paraprofessionals, Special  
Education Teachers,  
Special Education  
Paraprofessional Trainers,  
and Administrators

- 1. Expand Your Toolkit of Evidence-Based Strategies for Supporting Students with IEPs**  
Classroom-tested techniques paraprofessionals can use directly with students, and strategies teachers can use to guide paraprofessionals toward greater effectiveness
- 2. Adapt Curriculum and Instruction to Minimize Problem Behavior and Maximize Student Success**  
Learn quick, successful ways to modify curriculum and instruction—whether you're delivering support as a paraprofessional or designing the modifications as a teacher overseeing a team
- 3. Utilize the Best Strategies to Meet Individual Student Needs**  
Gain targeted, research-proven strategies for students with autism, ADHD, intellectual disabilities, and other learning needs—applicable both in daily paraprofessional support and in teacher planning
- 4. Support Successful Social Interactions**  
Strategies to help paraprofessionals facilitate peer connections and teachers to design structures that support positive, inclusive interactions
- 5. Implement Structured Teaching Methods to Clarify Student Expectations**  
Methods paraprofessionals can apply in the moment and teachers can model and reinforce when training or coaching their paraprofessionals
- 6. Learn Best Current Resources – Including AI Tools**  
Discover resources for instruction and communication, including how paraprofessionals can use AI to stay organized and how teachers can use it to provide coaching, modeling, and feedback more efficiently
- 7. Learn Tips for Communicating Effectively and Efficiently**  
Paraprofessionals will learn how to communicate student observations clearly and concisely, while teachers will learn how to provide direction, feedback, and ongoing support
- 8. Strengthen Executive Function Skills Critical for Success**  
Paraprofessionals will gain tools to directly coach students on organization, planning, and flexibility ... Teachers will learn how to design supports and guide paraprofessionals in implementing them
- 9. Boost Confidence and Professional Identity in Every Role**  
Paraprofessionals will gain strategies that highlight their essential role with students ... Teachers will gain leadership tools for maximizing paraprofessional impact ... Both will leave more confident, prepared, and valued as part of a collaborative team
- 10. Receive a Comprehensive Paraprofessional Digital Resource Handbook**  
Each participant—whether paraprofessional or teacher—will receive a detailed digital handbook with strategies, examples, and templates to strengthen both student-facing work and paraprofessional effectiveness

# Outstanding Strategies You Can Use Immediately

## What You Will Learn ...

- **Effective instructional techniques** for paraprofessionals working directly with students in both individual and group settings
- **Classroom-tested ways to support students** with organizational, behavioral, and academic needs, including strategies for achieving IEP goals
- **Easy-to-implement techniques** for boosting independence and task completion
- **Practical sensory-based supports** for students struggling with processing input
- **Innovative strategies** for building students' coping and self-regulation skills
- **Methods for strengthening collaboration** with teachers and related service providers
- **Tips on using AI as a supportive tool** for paraprofessional planning, communication, and instructional support



*"This seminar was very helpful with information that I can take to my administration."*

— RONDA LINDER, 6TH GRADE SPECIAL EDUCATION TEACHER

## Practical Ideas and Strategies

Maximizing the effectiveness of special education paraprofessionals is a shared goal of the paraprofessionals themselves, as well as the special education teachers and trainers who work alongside them. In this **NEW** seminar, outstanding special educator and national presenter, **MEGAN MCGEE-HEIM**, will provide you with dozens of practical tips, tools and strategies to maximize the effectiveness of your practice. This isn't a seminar of abstract theory—it's a **day of actionable ideas designed for two roles working together.**

- **For Paraprofessionals:** Hands-on techniques you can use immediately with students to help them meet IEP goals, strengthen independence, and build confidence
- **For Special Education Teachers or Special Education Paraprofessional Trainers:** Practical methods for coaching, directing, and collaborating with paraprofessionals so they can provide the highest-quality support to students
- **For All:** Tools for strengthening communication, clarifying responsibilities, and using **AI-powered supports** to save time, streamline tasks, and improve student outcomes

You'll walk away with:

- Real-world strategies demonstrated through examples, activities, and video clips
- A **comprehensive digital handbook** filled with tools and resources designed for paraprofessional-teacher teams
- Fresh ideas for using AI to make communication, planning, and student support more efficient
- A renewed sense of teamwork and confidence in how you and your colleagues can make a lasting impact

Whether you are a **paraprofessional working one-on-one with students** or a **special education teacher or trainer responsible for guiding paraprofessionals**, this fast-paced, high-energy day will give you powerful, ready-to-use strategies that will immediately strengthen student learning and success.



# A Message From Seminar Leader, Megan McGee-Heim



## Uniquely Qualified Instructor

**MEGAN MCGEE-HEIM** is a highly qualified special educator and national presenter dedicated to delivering high-quality educational programs for students with special needs. Megan has a proven track record of fostering inclusive learning environments. Megan's mission is to ensure that every student has access to inclusive learning opportunities tailored to their individual goals. In her interactive seminar, she will explore intervention strategies derived from practical, strategic assessments that lead to increased learning. Participants will gain valuable insights into proven and proactive methods for incorporating students' strengths to maximize outcomes, as well as step-by-step guidance and how-to ideas for developing thoughtful, research-based intervention plans. Megan is also the author of *Maximizing the Effectiveness of SPECIAL EDUCATION PARAPROFESSIONALS*, the extensive digital resource handbook you will receive at the seminar.

Dear Colleague:

Over the years, I have seen firsthand how essential the paraprofessional-teacher partnership is in supporting students with special needs. Paraprofessionals are the ones working side by side with students every day, helping them reach their IEP goals and building the skills they need to succeed. Teachers play a vital role in guiding, coaching, and collaborating with paraprofessionals to make sure that support is targeted, consistent, and effective.

This seminar was designed for **both of you—paraprofessionals and special education teachers—working together as a team.** My goal is to provide strategies that strengthen your individual roles and elevate the power of your partnership. Whether you are the one directly implementing supports or the one leading and coordinating paraprofessional work, you'll find ideas here that will make your daily practice more impactful and efficient.

We will explore practical, evidence-based strategies that directly connect to IEP goals and student success. You'll discover ways to:

- Use classroom-proven instructional and behavioral techniques that paraprofessionals can apply immediately
- Strengthen communication and collaboration between teachers and paraprofessionals
- Clarify roles and responsibilities so students receive consistent and meaningful support
- Leverage innovative tools, including **AI supports**, to help with communication, organization, and lesson support while always keeping the focus on students' needs

This will be a **fast-paced, hands-on day** where you'll leave with practical tools, fresh ideas, and renewed confidence in the impact you have on students. Together, we will build strategies that highlight the powerful role paraprofessionals play and the leadership teachers provide in guiding their work.

I can't wait to spend the day with you and your colleagues as we focus on helping students with special needs thrive.

Sincerely,

Megan McGee-Heim

P.S. **You'll leave with dozens of strategies and a comprehensive digital resource handbook** designed to make your daily work easier, more effective, and more rewarding.

*'This will be a fast-paced, hands-on day where you'll leave with practical tools, fresh ideas, and renewed confidence in the impact you have on students.'*

# What Your Colleagues Say About Megan McGee-Heim

*"A lot of **new information** that was shared today. I appreciate all of the links that were shared and I really like the idea of a classroom support plan."*

– Kim Avigliano, Paraprofessional II

*"**Megan was very knowledgeable!**"*

– Katie Campbell, Elementary Teacher

*"**Great information provided.** I will be talking to our administration about this training."*

– Joanna Morales, Speech Paraprofessional

*"This was a **great seminar that I am excited to take back to my team and administration.** I am eager to look at the resources Megan provided and continue with these training ideas."*

– Fawn Updike, Paraprofessional

*"This seminar gave me a lot of information that I can use in the classroom. Also **information on how to better help not just my students, but the staff as well.**"*

– Jacqueline Roa, Paraprofessional II



## About BER Seminars

### Outstanding Instructors

All programs are led by outstanding, top-rated BER national trainers.

### Extensive Digital Resource Handbook

You'll receive an extensive digital Resource Handbook full of practical strategies and resources.

### Highly Interactive

You'll be able to ask questions, consult with the instructor, and share ideas with other participants.

### Program Guarantee

As we have for 50 years, we guarantee the high quality of our programs. If you are not satisfied, we'll give you a 100% refund.

# Special Benefits of Attending



*Great information, I  
learned a lot!*

– YASMINE MARTIN,  
PARAPROFESSIONAL

## On-Site Training

Most BER seminars can be brought to your school or district in-person or online. See the options at [www.ber.org/onsite](http://www.ber.org/onsite) or call 877-857-8964 to speak to one of our On-Site Training Consultants.

## Extensive Digital Resource Handbook

Each participant will receive an extensive digital resource handbook giving you access to countless strategies. The handbook includes:

- Practical strategies to help paraprofessionals support students in achieving their IEP goals
- Collaboration tips for stronger partnerships with teachers and staff
- Effective methods for improving academic skills, behavior, and social competence
- Ideas for using AI and digital resources to streamline paraprofessional support and communication
- Tools to help students with special needs participate more fully in the general education setting

## Share Ideas with Other Educators

This seminar provides a wonderful opportunity for participants to share ideas with other educators interested in increasing their effectiveness in directly supporting students with special needs.

## Consultation Available

Megan McGee-Heim will be available for consultation regarding your questions and the unique needs of your own program.

## Meet Inservice Requirements / Earn State CEUs

Participants of Live Online Seminars and those completing the Recorded Version online can receive a certificate of participation that may be used to verify five continuing education hours. For details about state CEUs available, visit [www.ber.org/ceus](http://www.ber.org/ceus)

## Earn One to Four Graduate Semester Credits



University of  
Massachusetts  
Global  
A nonprofit  
affiliate

Up to four graduate-level professional development credits are available with an additional fee and completion of follow up practicum activities. Details may be found at [www.ber.org/credit](http://www.ber.org/credit)

## Can't Attend?

### Other Professional Development Options:



#### Recorded Version of the Seminar

Order the recorded version of this seminar to take online at your convenience. You'll have 90-day access to the entire course and to the extensive digital resource handbook. To enroll, see registration form on page 7, and for optional CEUs and graduate credit, please visit [www.ber.org/credit](http://www.ber.org/credit)



#### Related On-Demand Online Courses

Related On-Demand Video-Based Online Learning courses, *Catching Up Your Students with Disabilities Who Have Fallen Behind*, for Grades 1-12, *Practical Strategies for Special Education Paraprofessionals in Inclusive Classrooms*, Grades K-12, and other related courses are available for immediate registration. To enroll, visit [www.ber.org/online](http://www.ber.org/online)

# Maximizing the Effectiveness of SPECIAL EDUCATION PARAPROFESSIONALS

## Registration (XPZ7W1)

- ☐ **1. January 22, 2027** (Start time: 9 AM Central)
- ☐ **2. February 3, 2027** (Start time: 9 AM Eastern)
- or—
- ☐ **3. I'd like to order the recorded version of this seminar**

FIRST NAME M.I. LAST NAME

POSITION, SUBJECT TAUGHT GRADE LEVEL

SEMINAR NUMBER: \_\_\_\_\_ (Please see list above)

### List additional registrants on a copy of this form

SCHOOL NAME

SCHOOL MAILING ADDRESS

CITY & STATE ZIP CODE

SCHOOL PHONE NUMBER HOME PHONE NUMBER

( ) ( )

### Registration confirmations and login details are sent via e-mail

E-MAIL ADDRESS (REQUIRED FOR EACH REGISTRANT)

HOME MAILING ADDRESS

CITY & STATE ZIP CODE

## IMPORTANT – PRIORITY ID CODE: EXPZ7W1

### METHOD OF PAYMENT – Team Discount Available

**The registration fee is \$295 per person;**

for teams of three or more registering at the same time, the fee is \$275 per person. **Payment is due prior to the program.** No cash, please.

- ☐ A check (payable to **Bureau of Education & Research**) is attached
- ☐ A purchase order is attached, P.O. # \_\_\_\_\_  
(Be sure to include priority ID code on the P.O.)
- Cards accepted: MasterCard, VISA, Discover, AMEX

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(Found on back of card)

Please print name as it appears on card

### FIVE EASY WAYS TO REGISTER:



**SCAN QR code or visit:**  
**at.ber.org/regXPZ**



**EMAIL this form to: register@ber.org**



**PHONE toll-free: 1-800-735-3503**  
(Weekdays 5:30 am - 5:00 pm Pacific Time)



**FAX this form to: 1-425-453-1134**



**MAIL this form to: Bureau of Education & Research**  
3000 Northup Way  
Bellevue, WA 98004

### Program Hours

All **Live Online Seminars** are scheduled 9:00 AM – 3:30 PM in the time zone indicated. Check in 15 minutes prior. Registrants will be sent login information by email four days before their Live Online Seminar.

### Fee

The registration fee is \$295 per person, \$275 per person for groups of three or more registering at the same time. Call us at 1-800-735-3503 for groups of ten or more. **Payment is due prior to the program.**

Fee includes seminar registration, a certificate of participation and an extensive digital resource handbook. The fee is the same for Live Online Seminars or Recorded Seminars.

**WA residents:** visit [www.dor.wa.gov/TaxRateLookup](http://www.dor.wa.gov/TaxRateLookup) to find your required WA sales tax rate..

### Cancellation/Substitutions

100% of your paid registration fee will be refunded if you can't attend and notify us at least 10 days before the seminar. Late cancellations made prior to the event date will be refunded less a \$15 service fee. Substitutions may be made at any time without charge.

### Program Guarantee

We stand behind the high quality of our programs by providing the following unconditional guarantee: If you are not satisfied with this program, we'll give you a 100% refund of your registration fee.

### Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at **www.ber.org**



XPZ7W1

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**An outstanding or Live Online Seminar**

**Includes an extensive digital Resource Handbook**

**Can't Attend Live? Order the Recorded Version to  
access online at your convenience**

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Live Online Seminar or  
Recorded Version



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