

PARAPROFESSIONALS: The 411

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What is a Paraprofessional?

From the Title I Perspective:

An employee who has **instructional duties** or provides instructional support and works under the **direct supervision** of a teacher

ALL Title I paraprofessionals must be highly qualified!



Highly Qualified Requirements

- Obtain an **Associate's Degree or Higher**
- Complete two years of study at an institution of higher education OR (In Arkansas, **60 college credit hours** are required.)
- Meet a rigorous standard of quality and be able to demonstrate, through formal State or local academic assessment, knowledge of and the ability to assist in instruction (In Arkansas, this must be met via the ETS Parapro Assessment and a minimum of **457** must be obtained.)



Paraprofessionals

DO:

- **Reinforce learning of materials introduced by the teacher;**
- **Guide independent study and assist with instructional materials;**
- **Assist with supervision of students in an instructional setting;**

DO NOT:

- **Teach or introduce new skills;**
- **Write or create lesson plans**
- **Administer corporal punishment**



Duties of the Title I Paraprofessional

- **Works with students to reinforce learning**
- **Assists the teacher devising special strategies**
- **Distributes and collects workbooks, notebooks, and other instructional materials**
- **Assists with large group activities, like drill work and story telling**
- **Reads to students and listens to students read**
- **Updates bulletin board and displays student work**
- **Scores and records student achievement and diagnostic tests**
- **Assists with classroom management, but should never administer corporal punishment;**



Paraprofessional Facts

- **All paraprofessionals must possess a high school diploma or its equivalent.**
- **All paraprofessionals must work under the direct supervision of a teacher.**
- **All paraprofessionals employed in a **Schoolwide (SW)** building, regardless of income source, must meet highly qualified requirements.**
- **Paraprofessionals who are employed in a **Targeted Assistance (TA)** building and are paid with Title I funds must meet highly qualified status.**



Paraprofessional Facts

- **All paraprofessionals whose salary is paid in part or in full with Title I funds, must meet highly qualified status.**
- **Paraprofessionals who perform a combination of instructional & non-instructional duties must meet highly qualified status.**
- **CDA certification and training hours are not equivalent and can not serve as a substitute for requirements for highly qualified status.**



Paraprofessional Compliance Report

- **Became a requirement in the school year 2010-2011.**
- **Became a requirement after a monitoring from the USDOE.**
- **Is currently due in October.**
- **Has 2 parts: **Attestation Form** (Certification Document) & **Report** (List of Current Paraprofessionals)**



Paraprofessional Compliance Reports

Common Issues

- **Not receiving both parts of the report: Attestation from the Principal & the Report, which list the paraprofessionals currently working in the school building**
- **Attestation form not being signed**
- **Schools not providing specific identifying information: SSN and DOB**
- **When a paraprofessional is new to a SW or TA building, the school must submit **evidence** that the parapro is highly qualified.**
- **Not ALL paraprofessionals are listed; schoolwide reports – **ALL** paraprofessionals must be highly qualified and therefore, **ALL** should be listed on the Report.**



Coding for Paraprofessionals

Use Code 758

- **If the parapro is a Title I parapro and has instructional duties**
- **If the parapro is working in a schoolwide building**
- **If the parapro is paid in whole or in part with Title I funds**

Use Code 762

- **If the parapro is a Title I parapro and has instructional duties**
- **If the parapro is working in a schoolwide building**
- **If the parapro is paid in whole or in part with Title I funds**
- **If the parapro works in Special Education and is required to complete modules**

Use Code 760

- **If the parapro IS NOT a Title I parapro & has no instructional duties**
- **If the parapro IS NOT paid in whole or in part with Title I funds**
- **Ex. Pre-K aide who have CDA, but is not working under auspices of SW building**

Also use **Code 760** if person is a personal care aide, a bilingual aide or their duties are limited to translation or parental involvement activities.



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