

## Alaska Instructional Paraprofessional Qualifications Form

All instructional paraprofessionals are required to meet these requirements under 4 AAC 04.220. The Elementary and Secondary Education Act (ESEA) currently authorized as the Every Student Succeeds Act (ESSA) requires school districts to ensure that paraprofessionals assisting in instruction and employed in programs supported with Title I, Part A funds meet qualification requirements. This form can be used to provide the documentation with the appropriate supporting documents as backup.

A paraprofessional is considered non-instructional if the paraprofessional:

- 1) acts as a translator to enhance the participation of English learners or students with disabilities children;
- 2) has instructional-support duties that consist solely of conducting parental involvement activities; or
- 3) has only non-instructional duties, including providing technical support for computers, providing personal care duties, or performing clerical duties.

### Directions:

1. Print the paraprofessional's name in the space provided.
2. Indicate method used to determine the requirements were met by checking appropriate box. Attach the appropriate backup documentation (e.g. transcript, diploma, or test score sheet).
3. Complete the standards checklist: For each standard indicate date standard was met and how verified by district representative. Possible ways to verify the attainment of standard include: observation, interview, special training completed (include transcript or certificate of completion). Further information on the standards can be found on the [DEED website](http://education.alaska.gov) (education.alaska.gov).
4. The form must be signed and dated by the paraprofessional and the district representative who verified the information. The district representative must print his/her name and title on the form. The school and district where the paraprofessional is employed should maintain a copy of this form to meet the requirements of Elementary and Secondary Education Act (ESEA). The paraprofessional may want to keep a copy of this form for his/her records.

### State-approved assessment information

- The ParaPro Assessment is the current state-approved assessment administered by Educational Testing Service (ETS). The minimum passing score on the ParaPro assessment is 459. For more information about the ParaPro assessment, see the [Alaska Paraprofessional Test Requirements](http://ets.org/praxis/ak/paraprofessional/) at: ets.org/praxis/ak/paraprofessional/.
- The former state-approved assessment was the HELP assessment. The three required tests and passing scores were Essential Math, 54%; Reading Comprehension, 41%; and Written Expression, 55%. The HELP test is no longer given but will still be accepted to meet the qualifications if an individual has passed all three required tests.

1. Name: \_\_\_\_\_ has met the paraprofessional requirements of Alaska Regulation (4 AAC 04.220) and the Elementary and Secondary Education Act (ESEA).

2. Method of meeting the requirements:

- Method 1: Completed at least two years of higher education (at least 48 semester hours of equivalent)
- Method 2: Associate degree or higher
- Method 3 (both components must be met):
  - High School Diploma or equivalent, **AND**
  - Para Pro Assessment (*attach score sheet: minimum passing score of 459*)

**Note: Attach appropriate backup documentation (e.g. transcript, diploma, or test score sheet).**

3. Standards Checklist

Standards	Date	Verified by
1) Practices ethical and professional standards of conduct and continued professional improvement;		
2) Understand how students learn and develop and understand how to assist...		
3) Understand the content areas and apply the elements of effective instruction of effective instruction...		
4) Motivate and assist students to build self-esteem,		
5) Understand the distinction between the roles and responsibilities of professionals, paraprofessionals, and support personnel...		
6) Adhere to communication protocols with colleagues, community members, and parents...		
7) Understand and implement district and state guidelines for protecting the safety, health and wellbeing of students and staff...		
8) Utilize technology to assist and enhance teaching and learning.		

4. I certify the information provided to verify the meeting of the paraprofessional requirements under the Elementary and Secondary Education Act (ESEA) and 4 AAC 04.220 is correct to the best of my knowledge.

Paraprofessional Signature \_\_\_\_\_ Date \_\_\_\_\_

District Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_