# 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;
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://www.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:

| **Testing Company** | **Test/Passing Scores** |
| --- | --- |
| [Educational Testing Services (ETS)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ets.org%2Fparapro.html&data=05%7C01%7Cjeanny.smith%40alaska.gov%7C1ae4465837cb4ce5616108daa8bf6f3b%7C20030bf67ad942f7927359ea83fcfa38%7C0%7C0%7C638007837403527920%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ph2zZf7mGYeLr46RUY0zjGnjXecZ9ImDobJXtCd%2Fvxo%3D&reserved=0) | Parapro Assessment / 459 |
| [Master Teacher, Inc.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.masterteacher.com%2Fparaeducator-online-training&data=05%7C01%7Cjeanny.smith%40alaska.gov%7C1ae4465837cb4ce5616108daa8bf6f3b%7C20030bf67ad942f7927359ea83fcfa38%7C0%7C0%7C638007837403527920%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m8WmM5kAk%2FwVkOll8d7LvVkmdqhDw3gFB1j0rx7bGz0%3D&reserved=0) | Assessment 1 Reading, Writing, and Math: Instructional Support, 65% Assessment 2 Reading, Writing, and Math, 70%; |
| [WorkKeys by ACT](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.act.org%2Fcontent%2Fact%2Fen%2Fproducts-and-services%2Fworkkeys-for-employers%2Fassessments.htm&data=05%7C01%7Cjeanny.smith%40alaska.gov%7C1ae4465837cb4ce5616108daa8bf6f3b%7C20030bf67ad942f7927359ea83fcfa38%7C0%7C0%7C638007837403527920%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ytiVGznYOYoQMNJFpFkHD2fvZrLz0S9xNVrPvJ1bp4g%3D&reserved=0) | Workplace Documents, Level 4 Applied Math, Level 4; and  Graphic Literacy, Level 3. |
| [Alaska-approved Basic Competency Exam (BCE)](https://education.alaska.gov/teachercertification/praxis) | See [webpage](https://education.alaska.gov/teachercertification/praxis) |
| Higher Education Learning Profile (HELP), previously offered by Educational Resources Incorporated (No longer available) | Essential math, 54%;  Reading Comprehension, 41%; and  Written expression, 55% |

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 or the equivalent) at a regionally or nationally accredited institution of higher education

Method 2: Obtained an associate degree or higher from a regionally or nationally accredited institution of higher education

Method 3 (both components must be met):

* High School Diploma or equivalent, **AND**
* Para Pro Assessment *(attach score sheet: minimum passing score of 459)*

Method 4 (both components must be met):

* A high school diploma or its equivalent, **AND**
* have passed the Higher Education Learning Profile (HELP)

Method 5 (both components must be met):

* A high school diploma or its equivalent, **AND**
* have passed the Paraeducator Online Training and Assessments

Method 6 (both components must be met):

* A high school diploma or its equivalent, **AND**
* have passed the specific WorkKeys assessments

Method 7 (both components must be met):

* A high school diploma or its equivalent, **AND**
* Achieve the qualifying basic competency exam (BCE) scores under 4 AAC 12.310

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

1. Standards Checklist

| **Standards** | **Date** | **Verified by** |
| --- | --- | --- |
| 1. Practice ethical and professional standards of conduct and continued professional improvement; |  |  |
| 1. Understand how students learn and develop and understand how to assist in providing opportunities that support students’ intellectual, social and personal development; |  |  |
| 1. Understand the content areas and apply the elements of effective instruction of effective instruction to support teaching and learning activities; |  |  |
| 1. Motivate and assist students to build self-esteem, develop interpersonal skills, and strengthen abilities in order to become more successful; |  |  |
| 1. Understand the distinction between the roles and responsibilities of professionals, paraprofessionals, and support personnel in the areas of assessment, diagnosis, and evaluation; |  |  |
| 1. Adhere to communication protocols with colleagues, community members, and parents including following instructions, sharing information, and using interpersonal skills to become an effective member of the instructional team; |  |  |
| 1. Understand and implement district and state guidelines for protecting the safety, health and wellbeing of students and staff, including the school district’s crisis response plan; and |  |  |
| 1. Utilize technology to assist and enhance teaching and learning. |  |  |

1. 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