

PARAPROFESSIONAL QUALIFICATIONS AND EVALUATION

All instructional paraprofessionals hired by the district must be “highly qualified,” meeting the qualifications set forth below.

All non-instructional classified employees need to refer to their building administrator or Human Resources Director for their training and evaluation.

All maintenance classified employees need to refer to the Maintenance Director for their training and evaluation.

All food service employees need to refer to the Food Service Director for their training and evaluation.

QUALIFICATIONS OF INSTRUCTIONAL PARAPROFESSIONALS

Every instructional paraprofessional hired by the district must possess the following qualifications:

1. High school diploma or a recognized equivalent; and
2. Associate’s or higher post-secondary degree, or
3. Completed two (2) years of study at an institution of higher education or 32-credit hours; or
4. Receive a passing score of 460 or higher on the ETS ParaPro Assessment

REQUIRED TRAINING AND EVALUATION FOR ALL INSTRUCTIONAL PARAPROFESSIONALS

Each school will train and evaluate all paraprofessionals relative to their job performance based on the Idaho Paraprofessional Standards and Competencies.

Individuals passing the Paraprofessional Assessment Test of 460 points or higher are considered “Highly Qualified” according the State Department of Education.

EVALUATIONS

All paraprofessionals will receive an annual evaluation using the MHSD 193 Paraprofessional Evaluation Form. The evaluation may be completed by the paraprofessional’s classroom teacher or the building administrator.

In the event an employee does not meet the expectations of the school building administrator or district administration, he or she will be discharged from employment or reassigned.

EXCEPTION FOR NON-INSTRUCTIONAL PARAPROFESSIONALS AND OTHER CLASSIFIED POSITIONS

The requirements set forth in this policy do not apply to non-instructional paraprofessionals and other classified positions, including, but not limited to, providing technical support for computers, providing personal care services, maintenance, custodial, kitchen staff, or clerical duties. Additionally, the qualifications do not apply to staff members who primarily work as translators and are proficient in English and another language, or have instructional support duties that consist solely of conducting parental involvement activities.



LEGAL REFERENCE:

Idaho Code 33-511, 33-518
20 USC 6319
34 CFR 200.58
State Department of Education Guidelines

ADOPTED: November 16, 2010

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