

## ***Guidelines for Meeting Requirements for Highly Qualified Paraprofessionals***

<b>STEPS</b>	<b>NEW PARA High School Graduate</b>	<b>NEW PARA 2 Years of College AA Degree</b>	<b>EXISTING PARAS</b>
<b><i>Interview</i></b>	Interview of candidate based on Paraprofessional Standards and Guidelines: <ul style="list-style-type: none"> <li>• Knowledge of reading, writing, math</li> <li>• Ability to work as part of a team</li> <li>• Ability to maintain a supportive environment in classroom</li> <li>• Planning and organizing skills</li> <li>• Ability to assist the teacher in delivering instruction</li> <li>• Ability to administer assessments</li> <li>• Understanding of ethical conduct</li> </ul>		
<b><i>Assessment that meets NCLB requirements</i></b>	Complete assessment of district choice that meets NCLB Requirements		Complete assessment of district choice that meets NCLB Requirements
<b><i>Orientation</i></b>	Para is referred to OPI/CSPD website or to similar orientation offered by district.		
<b><i>Needs Assessment</i></b>	Assess skills & needs for further training		
<b><i>Create Professional Development Plan</i></b>	Create a professional development plan in conjunction with the administrator to ensure high quality status.		
<b><i>Provide Training</i></b>	Provide professional development opportunities to ensure skill development. (Resources: MEA/MFT PASS Training, CSPD, TOPA Academies, MSU Billings, U of M Western, Miles College, Para Websites, Other)		
<b><i>Portfolio</i></b>	Maintain a portfolio to demonstrate evidence of ongoing professional development which may include: <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Documentation of relevant training</li> <li>• Evaluations showing ability to assist in the delivery of reading, writing and math</li> <li>• Resume'</li> <li>• Other relevant material</li> </ul>		