

Guidance for Use of Paraprofessional Document



Purpose of document

- *Provide a portable standardized document which recognizes that a paraprofessional has met the requirements as defined by NCLB.*
- *Developed by the OPI Paraprofessional Consortium to facilitate smooth transition for paraprofessionals from district to district in Montana*
- *Efficiently allows Administrator(s) and/or Human Resource Officer to verify qualifications to ensure compliance with NCLB*

How do you get to document?

- *Document can be downloaded from the OPI website in two locations*
 - *Programs--> CSPD--> Paraprofessional Resources*
 - *Programs-->Title Programs-->Title I Programs-->Title I Part A-Improving Basic Programs-->Information and Guidance--> Paraprofessional Assessment*
- *Copies can be made of the document and distributed as best meets the needs of the employee or the district.*

How is the Document used?

- *Administrator or Human Resources officer fills out the document and signs it. Districts would have the option to add their district seal and/or notarize it if they choose to do so.*
- *The document could be put in Paraprofessional portfolio and a copy in his/her personnel file.*
- *This document may be used as verification of meeting the requirements of NCLB. However, districts may establish additional requirements according to their hiring practice.*