

SLEEPY EYE PUBLIC SCHOOL

Adopted: October 14, 2004
Revised

Policy 411b

411b Paraprofessional Policy

I. PURPOSE

The purpose of this policy is to ensure that all paraprofessional employees comply with guidelines issued by the Dept. of Ed. which complies with Federal mandates.

II. GENERAL STATEMENT OF POLICY

In order to best serve our students and ensure the certification of our para professionals, School District #84 will follow guidelines issued by the State Dept. of Education which comply with Federal mandates.

II STANDARDS

- a. Prior to or immediately upon employment, each paraprofessional will develop sufficient knowledge and skills in emergency procedures, building orientation, roles and responsibilities, confidentiality rules/laws, vulnerability and report ability, among other things, to begin meeting the needs of the students(s) with whom the paraprofessional works.
- b. School District #84 will provide training opportunities to enable the paraprofessional to continue to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works. Including understanding disabilities, following lesson plans, and implementing follow-up instructional procedures and activities to supplement lessons being taught.
- c. Each paraprofessional will work under the ongoing direction of a licensed teacher.
- d. Each paraprofessional employed or applying for a job will have available documentation of successfully completing and being awarded a High School Diploma or the equivalency. This should be placed in the paraprofessional personnel file. A copy should also be included in the paraprofessional portfolio.
- e. Each paraprofessional will maintain and update their own personal portfolio.
 1. Items included in the portfolio will include but not be limited by the following list: Attachment #1
 2. These portfolios should be updated yearly and reviewed by a member of the district administration team.

- b. A candidate for a paraprofessional credentials to assist a licensed teacher in providing student instruction shall show verification of completing one of the options identified.
1. Hold an associate degree from an institution of higher education that is regionally accredited by the association for the accreditation of colleges and secondary schools; and meet the competency requirements of subpart 13.
 2. Have successfully completed at least two years (60 semester credits) of study at an institution of higher education: and
 - a. Meet competency requirements of subpart 13 and.
 - b. Successfully complete an examination of skills in reading, writing and math (examination to be administered by the paraprofessional facilitator based on information contained in Competencies and the examination has been adopted by the Board of Teaching as meeting the criteria for credentials.)
 3. Can demonstrate, through a formal assessment approved by the board of teaching, the competencies in sub parts 5 to 13.
 - a. Successfully complete an examination(s) of skills in reading, writing, and math.
 - b. Para professionals will be subject to background checks and evidence thereof.
 - c. The paraprofessional seeking final credentials from the Board of Teaching will be responsible for the fee charged by the Board of Teaching.