Title I Certified Staff, Paraprofessionals, & Staff Assignments

Screen

May 2015
Resources...

- Iowa Department of Education
- Title I - Iowa Department of Education
- Title I Reference Manual
- Title I Contact Information
Agenda

• Highly Qualified Requirements for Title I Reading teachers and Title I math teachers
• Definition of Paraprofessional
• Highly Qualified Requirements of Title I Paraprofessionals
• Paraprofessionals in Targeted Assistance Programs and Schoolwide Programs
• Split-funded personnel (teachers and/or paras)
• Completing the Staff Assignments Screen for the Title I application
Highly Qualified Requirements
Certified Teachers

Title I teacher licensure requirements

- **Title I Reading** teachers **must** maintain a reading endorsement
- **Title I Math** teachers - no additional endorsement required
Definition of Paraprofessional

For the purposes of Title I, Part A, a paraprofessional is an employee who provides **instructional support** in a program supported with Title I, Part A funds.

This includes paraprofessionals who

- provide one-to-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,
- assist with classroom management, such as organizing instructional and other materials,
- provide instructional assistance in a computer laboratory,
- conduct parental involvement activities,
- provide support in a library or media center,
- act as a translator, or
- provide instructional support services under the direct supervision of a teacher [Title I, section 1119(g)(2)].
Definition of Paraprofessional – cont.

• Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance, and similar positions are **not** considered paraprofessionals under Title I.
Highly Qualified Requirements Paraprofessionals

Paraprofessionals must be highly qualified

• **Four ways** to meet the Highly Qualified definition

• **Title I paraprofessionals** whose duties include instructional support, must have

  1. completed two years of study at an institution of higher education; or
  2. obtained an associate’s (or higher) degree; or
  3. met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics, or
  4. obtain voluntary Para educator certification through the Board of Educational Examiners.
Paraprofessionals
(- additional note)

• All Title I paraprofessionals must have a secondary school diploma or its recognized equivalent. This includes paraprofessionals who serve as translators or who conduct parental involvement activities.
Highly Qualified Requirements

Paraprofessionals

- Paraprofessionals must be Highly Qualified upon employment – no exceptions
Questions about local assessment

Paraprofessional Assessment

• LEAs should carefully choose an assessment that will measure the knowledge of and ability to assist in instructing reading, writing, and mathematics (or as appropriate, reading readiness, writing readiness, and mathematics readiness). The criterion established for approval as a paraprofessional under No Child Left Behind Act must be rigorous and defendable. Examples of measures available to LEAs include Work Keys (which has been normed for paraprofessionals), Parapro Assessment from ETS, and COMPASS from ACT. The assessment chosen must ensure that more than just basic skills are being assessed.

Recommendation

• All LEAs should encourage their paraeducators to acquire Iowa’s voluntary paraeducator certification offered through the Board of Educational Examiners, even those who have already been approved using an assessment. Federal funds, including Title I funds, can be used to assist paraeducators to complete this coursework.
Paraprofessionals - HQ
Targeted Assistance Programs or Schoolwide Programs

• **Targeted Assistance Title I Buildings:**
  • All **Title I funded** instructional paraprofessionals must be Highly Qualified (HQ)

• **Schoolwide (SWP) Title I Buildings:**
  • **All instructional** paraprofessionals regardless of funding source must be Highly Qualified

• **New** Schoolwide buildings must have all Highly Qualified paraprofessionals from the beginning of SWP

• Parents have the right to know the qualifications of paraprofessionals working with their child
Completing the Staff Assignments Screen

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<th>Updated</th>
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<tr>
<td>Carryover Budget</td>
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<td>Susan Selby</td>
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Staff Funded by Combined General Budget and Carryover
Indicate Title I Staff, Only, for All Entries
This form should reflect the amount of staff funded from the combined current allocation and carryover allocation for all budgets.

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<tr>
<th>REGULAR TERM STAFF</th>
<th>PUBLIC</th>
<th>PRIVATE</th>
<th>SUMMER TERM STAFF</th>
<th>LOCAL NEGLECTED</th>
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<td>WHOLE NUMBER</td>
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<td>23.67</td>
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**TITLE I Paraprofessionals**

Total number of all paraprofessionals, regardless of funding stream, providing instructional services in Title I schoolwide buildings: 51

Total number of Title I funded paraprofessionals providing instructional services in Title I targeted assistance buildings: 12

Total Paraprofessionals: 63

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**EDUCATIONAL LEVEL**

Please enter the number of paraprofessionals broken out by level. The sum of the 'Educational Level' numbers should equal the sum of the two 'Funded Buildings' totals above.

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<th>NUMBER BY EDUCATIONAL LEVEL</th>
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<td>Community College Associate Degree</td>
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<td>Voluntary Paraeducator Certification</td>
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<tr>
<td>Two or more years of college</td>
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<tr>
<td>District determined assessment</td>
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<td>Total By Educational Level</td>
<td>63</td>
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Targeted Assistance Programs
(a quick review)

• Title I Teacher or Title I Paraprofessionals
  • Operate according to Title I regulations for the percentage of the day paid with Title I funds
  • Maintain “time sheet” for less than full time
  • Title I Teacher
  • Title I Reading teachers must maintain a reading endorsement
  • Title I Math no additional endorsement required
  • Combination

• Title I Paraprofessionals
  • Work with identified students
  • Work under direct supervision of a Title I teacher
  • Meet the “Highly Qualified” definition

Iowa Department of Education – Title I May 2013
Split Funded/Partial Funded Title I Personnel

- Time sheets or work logs are maintained for ALL staff paid from any federal source
- Document split funded or partial funded Title I positions on time sheets or work logs

Samples available in the Title I Reference Manual
For detailed information:

Title I Manual - Staff Assignments

Title I Manual - Certified Staff & Paraprofessionals

Contact your Title I consultant
Title I Contact Information

- Iowa Title I Office
  Grimes State Office Building
  400 E. 14\textsuperscript{th} Street
  Des Moines, IA 50319
  Phone: 515-281-5313
  FAX: 515-242-5988

Website
Title I Contact Information

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Title I Consultant Information

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- School Wide Programs  
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