

Iowa Department of Education

STAFF ASSIGNMENTS

Note: The Staff Assignments form must be completed in order for the Title I application to be approved.

For technical assistance on the staff assignments form, contact the Title I consultant for your district.

On this form you should report Title I staff paid from the Title I general budget or general carryover budget, as applicable. The user will enter all required information on Title I staff on this form. You must enter whole numbers for the number of staff. The program will accept numbers like 2.5 for the FTE, but will not accept mixed numbers for the actual number of staff. You are not required to enter FTE data on the budget form.

Enter the number of staff assignments for which salary payments will be made from Title I funds for services to be performed in this program in schoolwide as well as targeted assistance buildings. Title I teachers and Title I paraprofessionals must operate according to Title I regulations for the percentage of the day during which they are paid with Title I funds. **All Title I funded** instructional paraprofessionals in targeted assistance buildings must be highly qualified. Regardless of funding source, **all instructional** paraprofessionals in a Title I schoolwide building must be qualified under NCLB. New schoolwide program buildings must have highly qualified paraprofessionals from the beginning of the schoolwide program. Title I reading teachers must have a reading endorsement. Title I math teachers need no additional endorsement.

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.

	REGULAR TERM STAFF				SUMMER TERM STAFF	LOCAL NEGLECTED
	PUBLIC		PRIVATE			
	WHOLE NUMBER	FTE	WHOLE NUMBER	FTE		
CERTIFIED TEACHERS	<input type="text" value="0"/>					
PARAPROFESSIONALS	<input type="text" value="0"/>					
SUPPORTIVE	<input type="text" value="0"/>					
TOTAL	0	0	0	0	0	0

✔ **TIP: You must enter whole numbers for the program to accept your data in the above staff section.**

Complete the full-time equivalency (FTE) for staff assignments for the regular term. The FTE of a staff member must reflect that part of the staff member's salary paid by Title I as reported on BEDS. Title I funded personnel (Title I teacher and Title I paraprofessional) in a targeted assistance program must operate according to Title I regulations for the percentage of the day during which they are paid with Title I funds. The user should round this figure (FTE) to the nearest tenth of a percent (e.g. 3.4). **Note: IF CARRYOVER FUNDS ARE USED FOR PARTIAL SALARIES, it will be necessary to prorate the FTE on both the General and Carryover Budgets.** For example: assume that you have \$5,000 available in carryover funds. The carryover funds

represent 20 percent of the salary, so you should report one (1) teacher at .8 FTE on the General Budget form and one teacher with a FTE of .2 on the Carryover Budget form

Summer Term Staff. Enter the number of staff for any summer school program that is part of the project. **Note:** Summer school salaries must be broken out on the General Budget form.

Local Neglected. Enter the number of staff paid by the district with Local Neglected funds.

The terms certified, paraprofessional (educational associates), and supportive personnel are defined as follows:

1. Certified - These are the teachers who have been employed to perform the teaching activities described in this application. Teachers with responsibility for any remedial reading instruction must have a reading endorsement. Any questions regarding a reading endorsement must be directed to the DE Board of Educational Examiners. **Note:** Title I math teachers need no additional endorsement.
2. Paraprofessional (Educational Associates) – 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. Instructional support includes individuals who (1) provide one-on-one tutoring for eligible students if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide instructional assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional support services under the direct supervision of a teacher. **Note:** 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.
3. Supportive - This term refers to both certified and non-certified staff that will be employed to assist and support the activities described in this application.

Note: In addition to the above-mentioned positions, it may be necessary to use Title I funds to employ on an hourly basis bus drivers, food service employees and additional custodial help. Do not include such personnel of this type in this section. However, such personnel should be identified and included in the Title I General Budget.

A highly qualified paraprofessional is one who has (1) completed 2 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 been 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, as appropriate, reading readiness, writing readiness, and mathematics readiness); or (4) obtains the paraeducator certificate offered through the Board of Educational Examiners. For more information on qualified paraprofessionals, please refer to the Title I Paraprofessionals Guidance on the Iowa Department of Education web site at <https://www.educateiowa.gov/pk-12/learner-supports/paraed>.

The table below should be completed to show the number of paraprofessionals entered as Title I funded staff. Enter the number of paraprofessionals in schoolwide and/or targeted assistance buildings and the educational level of each.

✓ **TIP: The total number of paraprofessionals shown above should match the total number reported in the following table.**

TITLE I Paraprofessionals	
TITLE I FUNDED BUILDINGS	TOTAL NUMBER
SCHOOL WIDE	
Total number of all paraprofessionals, regardless of funding stream, providing instructional services in Title I schoolwide buildings	<input type="text" value="0"/>
TARGETED ASSISTANCE	
Total number of Title I funded paraprofessionals providing instructional services in Title I targeted assistance buildings	<input type="text" value="0"/>
Total Paraprofessionals	<input type="text" value="0"/>

For LEAs with a schoolwide program, the user should enter the total number of paraprofessionals providing instructional services in Title I schoolwide buildings, regardless of funding source. For LEAs with a targeted assistance program, the user should enter the number of Title I funded paraprofessionals employed within the district providing instructional services within a targeted assistance building. Record **each** paraprofessional **only once**. If paraprofessionals are only

used for summer school, please remember to complete this section for the summer school staff as applicable. **Note:** Do not include in this section any staff classified as “Certified” or “Supportive.”

All Title I funded instructional paraprofessionals in targeted assistance buildings and all instructional paraprofessionals regardless of funding source in Title I schoolwide buildings must be highly qualified; no exceptions are permitted. New schoolwide buildings must have highly qualified paraprofessionals from the beginning of the schoolwide program service delivery model. There are no extensions of the highly qualified requirement; a paraprofessional must be highly qualified upon employment. This is a requirement that the U.S. Department of Education is closely monitoring. To be considered highly qualified, a paraprofessional must have met **one** of the following criteria: completed two years of study at an institution of higher education; **or** obtained an associate’s (or higher) degree; **or** obtained voluntary para-educator certification through the Iowa Board of Educational Examiners; **or** completed district determined assessments such as Work Keys, COMPASS, etc.

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.

NUMBER BY EDUCATIONAL LEVEL	
Community College Associate Degree	0
Voluntary Paraeducator Certification	0
Two or more years of college	0
District determined assessment	0
Total By Educational Level	0

Please enter the number of paraprofessionals broken out by level. The sum of the “Educational Level” numbers should equal the sum of the two “Title I Funded Buildings” totals above. Click the **Finish** button to save data and perform edit validations. If no error messages are received, see the next paragraph to determine the need for the following staff certification documents or you may proceed to the next form in your Title I application process.

✔ **TIP: Do NOT double-click the Finish button.**

A requirement from the U.S. General Accounting Office requires time sheets or work logs to be maintained for ALL staff paid from federal sources. Local education agencies with Title I staff funded from a single federal funding source, may use a certification form similar to the sample following. LEAs must document split funded or partial funded Title I positions on time sheets or work logs similar to the following sample. Please note that this documentation represents a semi-annual certification of time and effort rather than just hours on paper; and should be signed after the fact, to authenticate the certification process. If you have questions regarding the use of these forms, please contact the auditor for your district.

Click Within District Targeting of Funds form to be completed next.

NCLB Paraprofessional Requirements for Iowa Schools
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1. 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 (1) provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher, (2) assist with classroom management, such as organizing instructional and other materials, (3) provide instructional assistance in a computer laboratory, (4) conduct parental involvement activities, (5) provide support in a library or media center, (6) act as a translator, or (7) provide instructional support services under the direct supervision of a teacher [Title I, section 1119(g)(2)].

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.

2. Requirements:

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, as appropriate, reading readiness, writing readiness, and mathematics readiness); or (4) obtain a Paraeducator certificate from the Board of Educational Examiners.

Title I paraprofessionals must have met these requirements by the end of the 2005-2006 school year.

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.

3. 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 defensible. Examples of measures available to LEAs include Work Keys (which has been normed for paraprofessionals), Parapro Assessment from ETS, and COMPASS from ACT. Many Iowa LEAs have established a COMPASS score cut-off at 150. The score of 150 was obtained by determining that a Reading score of 57, a Writing score of 50 and a Math score of 43 were appropriate sub scores for passing the COMPASS. **The assessment chosen must ensure that more than just basic skills are being assessed.**

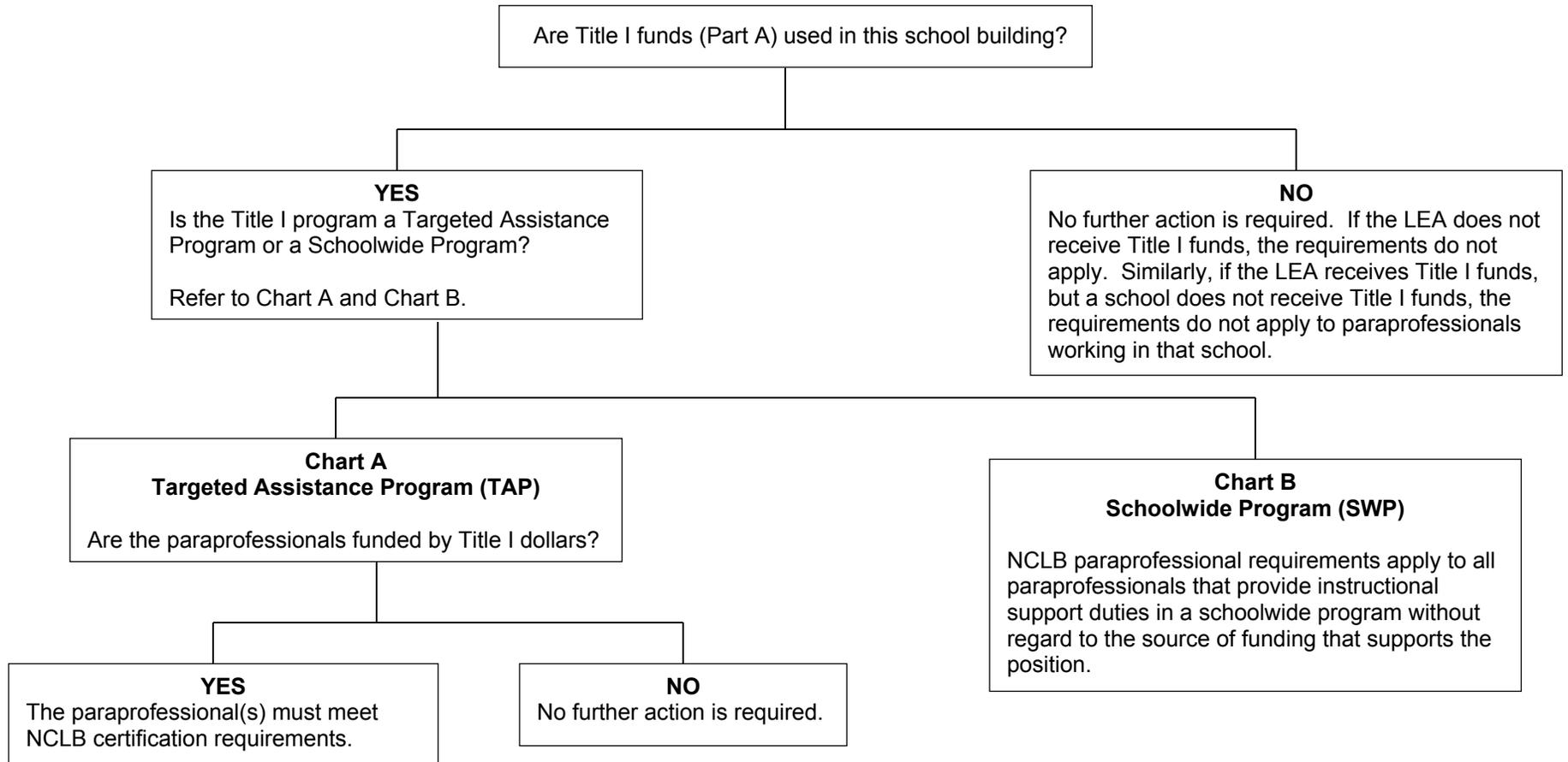
4. Recommendation:

- All LEAs should encourage their paraprofessionals, even those who have already been approved using an assessment, to go through the Paraeducator certification program and obtain their certification through the Board of Educational Examiners. For information regarding this certification program, contact the Iowa Board of Educational Examiners at 515-281-3245. Federal funds, including Title I funds, can be used to assist paraprofessionals complete this coursework.

- ▶ No good faith extensions. All paraprofessionals must be qualified at the time of employment.

Useful resource: "Paraprofessional Requirements for Iowa Schools" at educateiowa.gov/index.php?option=com_content&task=view&id=773&Itemid=1297.

Paraprofessional Requirements No Child Left Behind Act (NCLB)



***Certification for Employee Funded from Federal Funding Source
XYZ Community School District***

I am an employee of the XYZ Community School District. During the 2011-2012 school year, I am aware of my position and funding as shown below.

I understand that if my "Status" is listed below as "Single" which indicates all of the funding for my position is through one federal funding source, I am required to sign this certification at the end of each semester.

I understand that if my "Status" is listed below as "Multiple" which indicates I am funded through more than one federal funding source, I am required to submit an activity sheet for split funded employee's each pay period throughout the year.

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
		0405	In Cls Reading	1.0	Title I	Single

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
		0409	In Cls Reading	.50	Drop Out Prevention	Multiple
		0409	In Cls Reading	.50	Title I	Multiple

The duties I performed during the first semester were exclusively related to the funds listed above.

Employee Signature

Date

Supervisor Signature

Supervisor Title

Date

The duties I performed during the second semester were exclusively related to the funds listed above.

Employee Signature

Date

Supervisor Signature

Supervisor Title

Date

This form will be retained in the principal/supervisor's office for 3 years.

***Activity Sheet for Split Federally Funded Staff
XYZ Community School District***

I am an employee of the XYZ Community School District. During the 2011-2012 School Year, I am aware of my positions and funding as shown below. I understand that because I am funded through more than one funding source I need to turn in the following activity sheet for every pay period.

Pay Period Dates: _____

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
00			IN CLS READING	0.50	DROP OUT PREVENTION	Multiple

Week 1

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

Week 2

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
00			IN CLS READING	0.50	TITLE I	Multiple

Week 1

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

Week 2

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

Employee Name

Employee Signature

Date

Principal/Supervisor Signature

Date

Absence Codes
B – Bereavement
EM – Emergency
F – Funeral
H – Holiday
I – Personal Illness
J – Jury Duty
O – Other
PB – Personal Business

Time Expectations for 7.75 hour day
1.0 – 7.75 hours
0.9 – 7 hours
0.8 – 6 hours, 10 minutes
0.7 – 5 hours, 30 minutes
0.6 – 4 hours, 40 minutes
0.5 – 3 hours, 52 minutes
0.4 – 3 hours, 05 minutes
0.3 – 2 hours, 15 minutes
0.2 – 1 hour, 35 minutes
0.1 – 45 minutes

Time Expectations for 7.50 hour day
1.0 – 7.5 hours
0.9 – 6 hours, 45 minutes
0.8 – 6 hours
0.7 – 5 hours, 15 minutes
0.6 – 4 hours, 30 minutes
0.5 – 3 hours, 45 minutes
0.4 – 3 hours
0.3 – 2 hours, 15 minutes
0.2 – 1 hour, 30 minutes
0.1 – 45 minutes

This form will be retained in the principal/supervisor's office for 3 years.