

# *Memo*

*To: All Paraprofessionals and Administration*

*From: Samuel Johnson*

*Re: Chapter 14 Paraprofessional Qualifications and Training*

*Date: May 22, 2009*

*Cc: Amy Yohe and Becky Yohe*

*Attached is clarification of the Chapter 14 Guidelines that affect paraprofessional qualifications and a review of the procedures that will be in place in the Bradford Area School District regarding these year old training requirements. These guidelines went into effect on July 1, 2008. Completion of hours for the 2008-2009 school year must be complete by June 30, 2009. I have provided each principal with a list of employees that have not completed their hours for this year. Please make sure your hours are complete or your position will be in jeopardy. If you are unsure as to the completion of your hours, please contact me or your building principal. You can begin taking courses on July 1, 2009 for the 2009-2010 school year.*

*Chapter 14 Regulations now require **all paraprofessionals** to be highly qualified by 2010. To be considered highly qualified, you must:*

- 1. Have completed at least 2 years of post secondary study, **or***
- 2. Possess an Associate Degree or higher, **or***
- 3. Meet a rigorous standard of quality as demonstrated through a State or local assessment.*

*All Instructional Paraprofessionals (General Aides and Multi-Handicapped Aides) and Personal Care Assistants (General Aides and Multi-Handicapped Aides) are now also **required** to complete 20 hours of training per year related to their assignment and the CEC (Council for Exceptional Children) Standards. To continue to be qualified and employed in your position, you must complete the requirements. You do not have to complete coursework in each standard each year. The decision as to what your needs are will be determined by the district (Building Principal or other supervisor). Below is a list of the CEC Standards:*

- 1. Foundations*
- 2. Development and Characteristics of Learners*
- 3. Individual Learning Differences*
- 4. Instructional Strategies*
- 5. Learning Environments/Social Interactions*
- 6. Language*
- 7. Instructional Planning*
- 8. Assessment*
- 9. Professional and Ethical Practice*
- 10. Collaboration*

As per the BAESPA Collective Bargaining Agreement, the district will provide up to 20 hours of training for paraprofessionals each year and will pay them to attend a maximum of 20 hours of training if it is not offered during the regular workday. During a presentation on the new regulations, it was determined that it was a district decision as to what trainings qualified toward the 20 hours required each year (as related to their assignment).

After reviewing the list of courses offered through our summer curriculum institute, I have the following recommendations of available courses that will count toward the completion of your 20 hours of training for the 2008-2009 and 2009-2010 school year. Please make sure any course taken is specific to your grade level and assignment so that it counts toward your 20 required hours. If you have any questions, please contact me for clarification. Any courses taken prior to July 1, 2009 will not count toward the 20-hour requirement. If you would like to request participation for credit in another course offering that is directly related to your position (ex: Grade Level Meetings) and is not listed below, please contact your building principal for approval, then contact me for clarification of the course meeting the CEC Standards. The following are a list of courses offered that will meet the CEC Standards **if** appropriate to your assignment:

<u>Date</u>	<u>Course</u>	<u>Audience</u>	<u>Hours</u>	<u>Standard</u>
7/23/09	A Day with Attorney Bill Hebe	All Paraeducators	6	1, 5,9
6/23/09	BAHS Curriculum/Scheduling	BAHS Staff	3	7,8
8/12/09	Balanced Literacy	Elementary Staff	6	2,4,6,7
7/1/09	Curr. Mapping/Learning Targets	Fretz Staff	3.5	1,7,8
7/27/09	Sexual Harassment Training	All Paraeducators	3	5,9
6/25/09	Heartsaver AED/CPR/First Aid	All Paraeducators	6	9
6/10/09	BAHS Wellness Committee	BAHS Staff	6	5,10
7/28/09	PSEA Prof. Learning Exchange	All Paraeducators	6	2,3,7,9
6/29, 30, 7/1	Standards Aligned Systems	Fretz Staff	6 (3 days)	1,2,4,7
6/24/09	Reciprocal Teaching	All Paraeducators	3	3,4,6,7
6/9/09	Soaring Through Non-Fiction	Elem/Fretz Staff	3	4,6,7
6/23/09	Reading's Big 5 Ideas	Elementary Staff	6	2,4,7
8/5/09	Teaching Writing in Content Areas	All Staff	6	2,4,7
6/8/09	Word Study	Elementary Staff	6	2,4,7
6/22/09	Writing Workshop	Elementary Staff	3	2,4,7

\*Remember, courses taken prior to July 1, will not count toward your 20 hours for 2009-2010.

**These hours will provide more than enough opportunity to complete your required 20 hours. These will be the only courses offered this year through the district. We will not be offering other courses throughout the school year. Contractually we must provide you with the opportunity to complete 20 hours. The courses listed above provide each employee with more than enough opportunities to complete the required 20 hours. If you do not complete your required 20 hours this summer, you will be responsible to obtain coursework on your own time and at your own expense.** Please follow this link to pre-register for each course you are taking:

<http://basd.blumenthals.com/survey/survey.php/survey/>

Attached you will find the Certificate of Completion Form you are required to complete for each training. You must have the instructor sign the Certificate of Completion Form at the conclusion of the training. Fill out the special timesheet marked Required Training Hours for Para-

*Professionals, with your required training hours. Please photocopy the Certificate of Completion Form and Required Training Hours for Paraprofessionals Timesheet keeping a copy for yourself and forward the originals to my attention. If the course is not one listed above, you will need to print a course description and attach it to the original Certificate of Completion Form. Please send the information to me once per month. I would need to receive it by the 2<sup>nd</sup> day of each month to process it in the second (adjusting) payroll. It is okay to include multiple courses on the timesheet, just be sure to fill out separate completion forms for each training. I will review the hours for approval and forward to Amy in payroll to be processed on the second pay each month.*

# Bradford Area School District

## Para-Professional Training Certificate of Completion Form

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Building: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Time of Workshop: \_\_\_\_\_ to \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Hours Completed: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

\_\_\_\_\_ Date

Approved: \_\_\_\_\_

Director of Human Resources

\_\_\_\_\_ Date

CEC Standards Approved: \_\_\_\_\_ (See May 22, 2009 Memo and Below)

### CEC Standards

- Standard 1: Foundations
- Standard 2: Development and Characteristics of Learners
- Standard 3: Individual Learning Differences
- Standard 4: Instructional Strategies
- Standard 5: Learning Environments/Social Interactions
- Standard 6: Language
- Standard 7: Instructional Planning
- Standard 8: Assessment
- Standard 9: Professional and Ethical Practice
- Standard 10: Collaboration