



Human Resource Services

Paraprofessional Qualifications Checklist

No Child Left Behind (NCLB)

Candidate Name: _____

Administrator: Complete the following information for the Paraprofessional and have him or her attach any required documents. (All Paraprofessionals must have a high school diploma or equivalent <u>and</u> verify 100 points by January 8, 2006, to be NCLB compliant.)	Points
1. I have completed an AA degree or higher. <input type="checkbox"/> Yes (attach copy of transcripts or diploma) = 100 pts.	
2. College credits (attach copy of transcripts, diploma, or other evidence).* <input type="checkbox"/> 6 credits = 20 pts. <input type="checkbox"/> 12 credits = 40 pts. <input type="checkbox"/> 24 credits = 80 pts. <input type="checkbox"/> 48 credits = 100 pts.	
3. Passed CODESP Paraprofessional Exam = 100 pts.* (This is for employees submitting an exam from an outside school district. SCUSD employee results are recorded in-house.)	
4. Years of experience with SCUSD in instructional assistance in core area. 10 pts. per school year (five years maximum) <input type="checkbox"/> 1 yr. = 10 pts. <input type="checkbox"/> 2 yrs = 20 pts. <input type="checkbox"/> 3 yrs. = 30 pts. <input type="checkbox"/> 4 yrs. = 40 pts. <input type="checkbox"/> 5 yrs. = 50 pts.	
5. Attendance at district/site professional learning (completed in past six years). Requires district/site attendance verification.* <input type="checkbox"/> 6 hours = 10 pts. <input type="checkbox"/> 12 hours = 20 pts. <input type="checkbox"/> 18 hours = 30 pts.	
6. The Paraprofessional can demonstrate sufficient knowledge to provide support in the classroom to assist student learning. (Shaded area to be completed by teacher or principal.)	/
a. Demonstrates subject matter content knowledge appropriate to grade level in reading/language arts. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
b. Demonstrates subject matter content knowledge appropriate to grade level in writing. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
c. Demonstrates subject matter content knowledge appropriate to grade level in math. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
d. Provides clear, direct instruction for students to participate in instructional activities. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
e. Understands and uses appropriate instructional materials to make the subject matter accessible to students. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
f. Demonstrates skills to work with students (e.g., modeling, question strategies, etc.). <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
g. Demonstrates knowledge of behavior management strategies. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
h. Demonstrates skills in differentiating instruction to meet specific needs of students. <input type="checkbox"/> 0 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10	
Employee Signature: _____	Total Points →

Position: _____ Site: _____ Date: _____

Verifying Administrative Signature: _____ Date: _____

* Please attach verifying documentation, i.e., diplomas, certificates, transcripts, professional development, etc.

Return to Cancy McArn, Human Resource Services, Box 770