

## **Paraprofessional Directions School Year 2013-2014**

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### **Data Requirements**

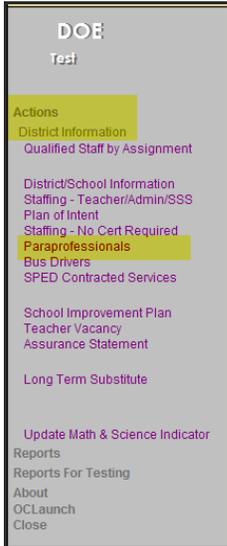
**A Paraprofessional provides instructional support. Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance and similar positions are not considered a paraprofessional.**

Beginning in the 2009-2010 School Year, the Paraprofessional Screen was updated because of changes to the Federal reporting requirements for Title I and Special Education. These changes include:

- Paraprofessionals encoded in Classified Staffing and Title I Paras will now be encoded in the new Paraprofessional Screen. Specific impacts to the Classified Staffing Screen include:
  - 01 Educational Paraprofessional – Special Education no longer an option
  - 02 Educational Paraprofessional – Regular Education no longer an option
  - 03 ‘Other’ Educational Assistant is no longer an option
  - 04 Tutor is no longer an option

**STEP #1: Open the PRF. Click on:**

- **Actions**
- **District Information**
- **Select Paraprofessionals**



- **You will see the following screen:**

The screenshot shows the "Paraprofessionals" screen. At the top, there is a link: "Click here for a definition of Paraprofessional." Below this is a table with the following data:

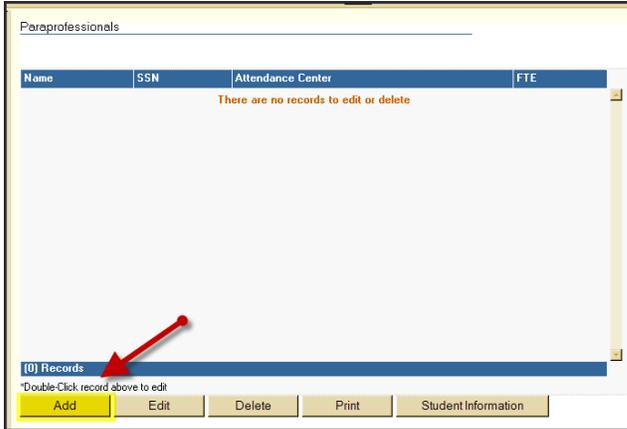
Name	SSN	Attendance Center	FTE
Cleaver, June L	222-22-2222	01-Apple Blossom HS	0.34
Contrary, Mary L	666-66-6666	02-Apple Blossom Elem	0.33
Doll, Polly A	123-45-6789	02-Apple Blossom Elem	0.50
July, June E	898-89-8989	02-Apple Blossom Elem	0.50
May, April	999-99-9999	01-Apple Blossom HS	0.25
Red, Rose E	565-56-5656	01-Apple Blossom HS	0.50
Roadrunner, Rhonda	333-33-3333	05-Apple Blossom JH	0.33
Rubbel, Betty	969-96-9696	01-Apple Blossom HS	1.00
Toe, Tom	545-54-5454	02-Apple Blossom Elem	0.50
Toe, Tom	545-54-5454	05-Apple Blossom JH	0.50

Below the table, it says "(10) Records" and "Total FTE: 4.75". At the bottom, there are buttons for "Add", "Edit", "Delete", and "Print", and a yellow button labeled "Student Information".

**Note: Data from the previous school year will be rolled forward. You will not have to encode it again but it should be reviewed for accuracy.**

## Adding Paraprofessionals

**STEP #2:** Click on the Add button to add new Paraprofessionals



- Complete the following fields to add the Detailed Information

**Paraprofessional Detail**

Social Security Number:

First Name:

Middle Name:

Last Name:

Date Hired:

Qualifications (Check All That Apply):

- High School Diploma or Equivalent (Required)**
- Completed 48 credit hours
- Obtained an associate's degree, bachelor's degree, or higher
- Passed state test
- Other:

NOTE: Paraprofessionals who serve only as translators or conduct parental involvement activities may have only a secondary school diploma or equivalent.

- Social Security Number
- First name
- Middle Name
- Last Name
- Date Hired
- Qualifications
  - **High School Diploma or Equivalent (Required)**
  - Obtained an Associates Degree, Bachelors Degree, or higher
  - Completed 48 credit hours
  - Passed state test
  - Other
- Click the Save button.

- You will then be directed to the Paraprofessional Attendance Center Detail Screen

**Paraprofessional Attendance Center Detail**

SSN: [Redacted] Name: [Redacted]  
 District Number: [Redacted] Attendance Center: [Dropdown Menu]  
 Name of Highly Qualified Teacher(s) Providing Direct Supervision: [Redacted]  
 If Contracted, Name of 3rd Party Provider: [Redacted]  
 [Select a Co-op...]

Funding Source and % of Staff FTE  
 (Include all that apply to this Attendance Center)

Select	Type	FTE
<input type="checkbox"/>	CEIS	[ ] FTE
<input type="checkbox"/>	REAP	[ ] FTE
<input type="checkbox"/>	SPED Funding	[ ] FTE
<input type="checkbox"/>	Title I Part A	[ ] FTE
<input type="checkbox"/>	Title I Part A Neglected	[ ] FTE
<input type="checkbox"/>	Title I Migrant	[ ] FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	[ ] FTE
<input checked="" type="checkbox"/>	Other Funding Source	1.00 FTE

Paraprofessional Job Responsibilities  
 (Check All That Apply)

Act as a Translator  
 Assist with Classroom Management, such as by organizing materials  
 Conduct Parental Involvement Activities  
 Instructional Interventionist  
 Provide Instructional Assistance in a Computer Laboratory  
 Provide Instructional Support in a Library or Media Center  
 Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher

- **Select the Attendance Center.** If the person works at more than one attendance center you will need to enter information separately for each school.

**NOTE: Click on the Attendance Center Dropdown box (highlighted in the above picture) and you should see a listing of all the attendance centers in your district.**

- **Highly Qualified Teacher Providing Direct Supervision** should be added if required.
- **If Contracted, Name of 3<sup>rd</sup> Party Provider** should be completed if the provider is through a 3<sup>rd</sup> Party Contract. Select the appropriate provider in the drop down box.

**Paraprofessional Attendance Center Detail**

SSN: [REDACTED] Name: [REDACTED]

District Number: [REDACTED] Attendance Center: [REDACTED]

Name of Highly Qualified Teacher(s) Providing Direct Supervision:  
[REDACTED]

If Contracted, Name of 3rd Party Provider:  
Select a Co-op...

Funding Source and % of Staff FTE  
(Include all that apply to this Attendance Center)

Select	Type	FTE
<input type="checkbox"/>	CEIS	FTE
<input type="checkbox"/>	REAP	FTE
<input type="checkbox"/>	SPED Funding	FTE
<input type="checkbox"/>	Title I Part A	FTE
<input type="checkbox"/>	Title I Part A Neglected	FTE
<input type="checkbox"/>	Title I Migrant	FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	FTE
<input checked="" type="checkbox"/>	Other Funding Source	1.00 FTE

Paraprofessional Job Responsibilities  
(Check All That Apply)

Act as a Translator

Assist with Classroom Management, such as by organizing materials

Conduct Parental Involvement Activities

Instructional Interventionist

Provide Instructional Assistance in a Computer Laboratory

Provide Instructional Support in a Library or Media Center

Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher

**NOTE: The Third Party Contract drop down box lists the Cooperatives and the option of Other. If you select Other, an additional field will display so you can type in the name of the Contractor.**

If Contracted, Name of 3rd Party Provider:  
Other: [REDACTED]

- **Funding Source and Staff FTE** should be completed. This is at the Attendance Center Level. If a staff person works at two attendance centers, first determine the percent of time at each school and from that point break it down to the funding source.

The options include:

Funding Source and % of Staff FTE (Include all that apply to this Attendance Center)		
Select	Type	FTE
<input type="checkbox"/>	CEIS	<input type="text"/> FTE
<input type="checkbox"/>	REAP	<input type="text"/> FTE
<input type="checkbox"/>	SPED Funding	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part A	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part A Neglected	<input type="text"/> FTE
<input type="checkbox"/>	Title I Migrant	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	<input type="text"/> FTE
<input type="checkbox"/>	Other Funding Source	<input type="text"/> FTE

If the paraprofessional works ½ time at an attendance center then .5 should be encoded as the FTE. The Federal Report is based on hundredths of an FTE.

**NOTE: Attachment A includes a list of the funding sources and the qualification for each one.**

- **Paraprofessional Job Responsibilities** should be identified. Place a check in the box by each of the responsibilities of the Paraprofessional at the attendance center.

The options include the following:

- Act as a Translator
- Assist with Classroom Management, such as by organizing materials
- Conduct Parental Involvement Activities
- Instructional Interventionist
- Provide Instructional Assistance in a Computer Laboratory
- Provide Instructional Support in a Library or Media Center
- Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher
- Speech-Language Pathology Assistant (Ages 3-5) and Speech-Language Pathology Assistant (Ages 6-21)

- Assist the speech-language pathologist with speech-language and hearing screenings
  - Assist with informal documentation as directed by the speech-language pathologist
  - Follow documented treatment plans or protocols developed by the supervising speech-language pathologist
  - Document client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and report this information to the supervising speech-language pathologist
  - Assist the speech-language pathologist during assessment of clients
  - Assist with clerical duties such as preparing materials and scheduling activities as directed by the speech-language pathologist
  - Perform checks and maintenance of equipment
  - Assist with departmental operations (scheduling, record keeping, safety/ maintenance of supplies and equipment)
  - Exhibit compliance with regulations, reimbursement requirements, and speech-language pathologist assistants' responsibilities
- **Click Save.**

**NOTE: If you accidentally use the enter button while completing the screen it will take you back to the main Paraprofessional Screen and will not save the information just entered. I learned the hard way and have learned this lesson well!**

- After you click Save, the system will take you to the Paraprofessional Detail Screen. This screen is now populated with the information that has been added.

You can Add data for another Attendance Center by clicking the Add button or Edit the data for a school by highlighting the Attendance Center and clicking the Edit button.

**Paraprofessional Detail**

Social Security Number: [REDACTED]  
 First Name: [REDACTED]  
 Middle Name: [REDACTED]  
 Last Name: [REDACTED]  
 Date Hired: [REDACTED]

Qualifications (Check All That Apply):

- High School Diploma or Equivalent (Required)
- Completed 48 credit hours
- Obtained an associate's degree, bachelor's degree, or higher
- Passed state test
- Other:
  - Bachelors Degree

NOTE: Paraprofessionals who serve only as translators or conduct parental involvement activities may have only a secondary school diploma or equivalent.

Cancel Save

Attendance Center Funding:

Attendance Center	Contracted	Funding	Qualified	FTE
McKinley Elem - 07	N	Other Funding Source	Y	1.00

Add Edit Delete Back

**Note:** The system determines if the individual is a qualified Paraprofessional for each funding source. Below is a close up picture showing the column for Qualified. If you believe the person is qualified but they are showing up as not qualified then review the qualifications you selected to ensure they were added correctly.

Attendance Center Funding:

Attendance Center	Contracted	Funding	Qualified	FTE
Little Red School	N	SPED Funding	Y	0.50

Add Edit Delete Back

- When you have added all the information for a Paraprofessional, click the **Back** button and it will take you to the main Paraprofessional screen.

**Paraprofessional Detail**

---

Social Security Number:

First Name:

Middle Name:

Last Name:

Date Hired:

---

Qualification:  High School Diploma or Equivalent

Choose Qualification:

- Completed 48 credit hours
- Obtained an associate degree or higher
- Passed state test
- Other:

NOTE: Paraprofessionals who serve only as translators or conduct parental involvement activities may have only a secondary school diploma or equivalent.

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Attendance Center Funding:

	Attendance Center	Contracted	Funding	Qualified	FTE
	Little Red School	N	SPED Funding	Y	0.50

**Paraprofessionals**

Name	SSN	Attendance Center	FTE
Bear, Teddy	111-11-1515	03-Little Red School	0.50

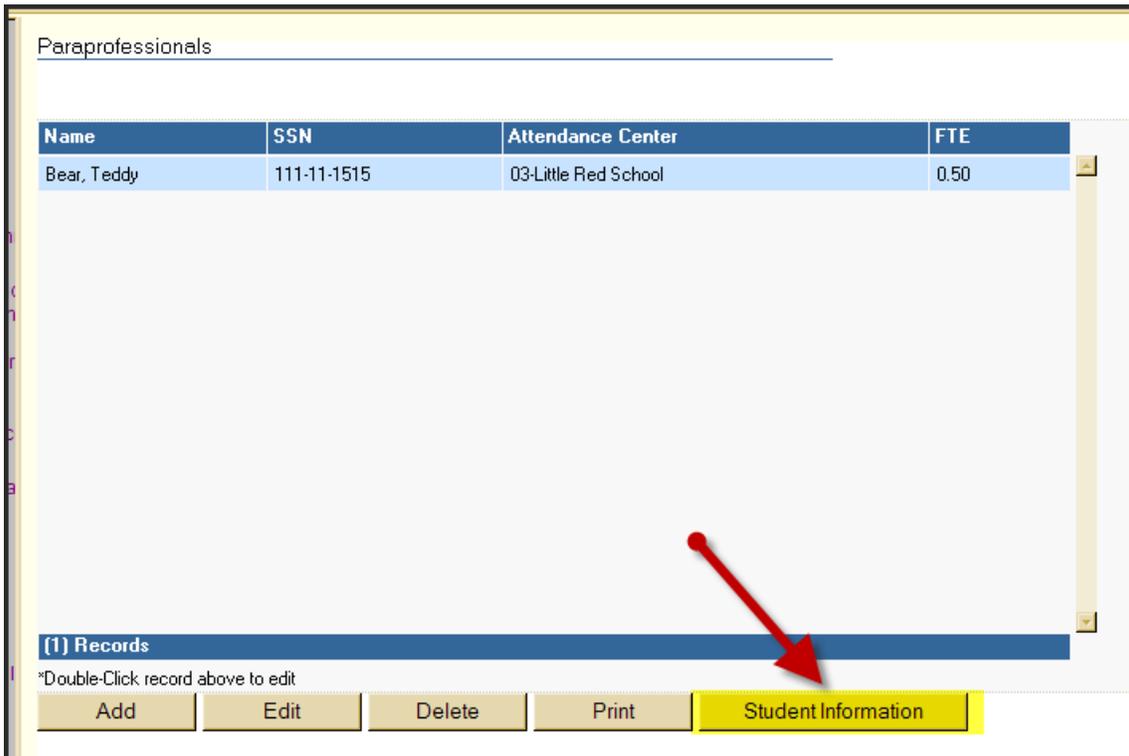
**[1] Records**

\*Double-Click record above to edit

**STEP #3: Adding FTE by Type of Students (STUDENT INFORMATION)**

Federal Reporting now requires us to provide information by student age group and whether the staff is qualified. For example the FTE for individuals working with Special Education Students age 3 to 5 must be reported by the full time equivalent staff that are qualified and the staff who are not qualified.

In order to provide this data a tab called Student Information was created.



- **Click on Student Information and you will see the screen on the following page.**

**Student Information**

The purpose of the Student Information Screen is to identify the types of students the Paraprofessional assists. The three types of students include those who are (1) Regular Education, (2) Special Education Students ages 3 to 5 and (3) Special Education Students ages 6 to 21. You then must identify, by each type of student, the Paraprofessional FTE that are qualified and those which are not qualified. Qualified staff are determined by program requirements and the system automatically generates whether they are qualified. In order to help you identify the FTE for qualified and not qualified staff, this information is listed below.

Note: The funding source used to pay the salary of the Paraprofessional does not matter for the purpose of this screen.

Student Information Type	Total Qualified Staff FTE	Total Not Qualified Staff FTE
Regular Education	FTE	FTE
Special Education (Students Age 3 to 5)	FTE	FTE
Special Education (Students Age 6 to 21)	FTE	FTE

Cancel Save

Total Funding Source FTE (Qualified versus Not Qualified)

Total Qualified Paraprofessional FTE:

Total Not Qualified Paraprofessional FTE:

- Determine the number of Qualified and Not Qualified Staff (by Full Time Equivalent Employees) that work with the following groups of students:
  - Regular Education
  - Special Education (Students Age 3 to 5)
  - Special Education (Students Age 6 to 21)

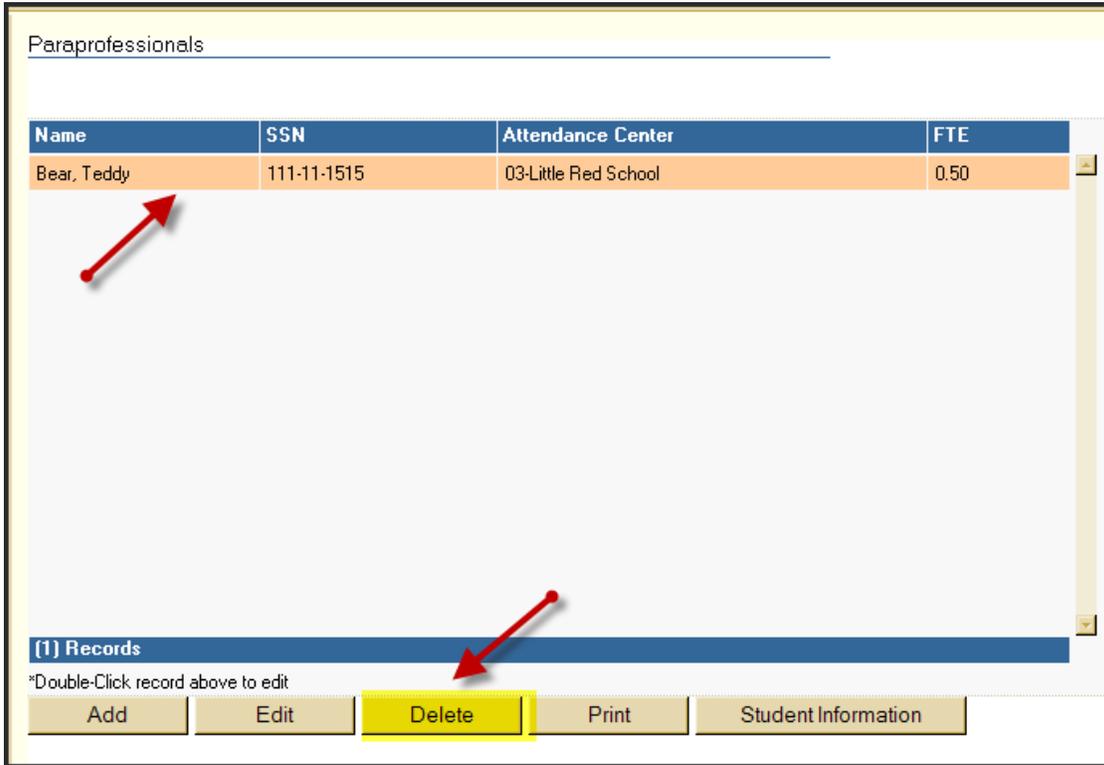
**TIP: First Add the Paraprofessional Information to the database. The system will identify those who are qualified and not qualified. To assist you with this requirement, Total Funding Source FTE (Qualified versus Not Qualified) has been added to the bottom of the page.**

**There will be an Edit Check in the Assurance Statement that determines if the FTE added for Paraprofessionals equals the FTE broken out by the type of student and qualified and not qualified.**

## Deleting Paraprofessional Data

### **STEP #1: Deleting a Record**

- To delete an individual open the Paraprofessional Main Screen, highlight the person you need to delete and click the Delete button.



- To delete an Attendance Center for a Paraprofessional open the Paraprofessional Main Screen, highlight the person whose information needs to be deleted and click the Edit button.

- You will see the list of Attendance Centers. Highlight the Attendance Center you wish to delete and Click the Delete Button.

### Paraprofessional Detail

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Social Security Number:

First Name:

Middle Name:

Last Name:

Date Hired:

---

Qualification:  High School Diploma or Equivalent

Choose Qualification:

Completed 48 credit hours

Obtained an associate degree or higher

Passed state test

Other:

NOTE: Paraprofessionals who serve only as translators or conduct parental involvement activities may have only a secondary school diploma or equivalent.

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Attendance Center Funding:

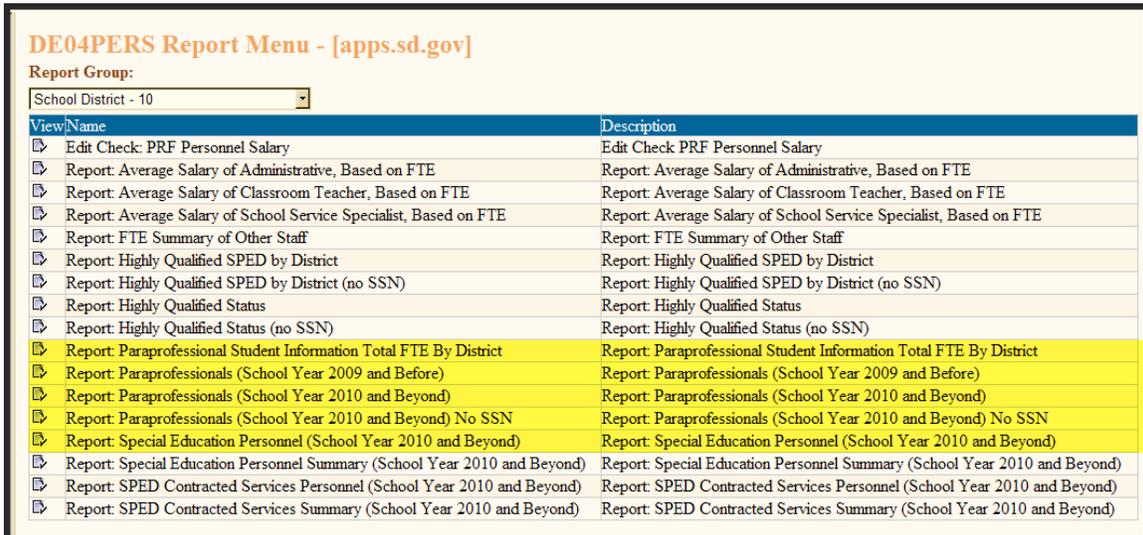
	Attendance Center	Contracted	Funding	Qualified	FTE
<input type="checkbox"/>	<input type="checkbox"/> Jane Austen High School	N	Title I Part A	Y	0.50
<input type="checkbox"/>	<input type="checkbox"/> Little Red School	N	SPED Funding	Y	0.50

## Running a Report

- Open the PRF and Click on Reports.



Select the Report Group for your District and you will see the list of reports available to you.



If you select **Report: Paraprofessionals (School Year 2010 and Beyond) No SSN**, you will see a list of all Paraprofessionals at the district, their qualifications, Contact: Jantina Nelson-Stastny 668-2904      14      Email: [jantina.nelson-stastny@state.sd.us](mailto:jantina.nelson-stastny@state.sd.us)  
 Clarifications: Betsy Chapman 773-4716 (Title)      Email: [Betsy.Chapman@state.sd.us](mailto:Betsy.Chapman@state.sd.us)  
 Alicia Schoenhard at 773-3219 (SPED)      Email: [alicia.schoenhard@state.sd.us](mailto:alicia.schoenhard@state.sd.us)

attendance center, supervisors, if they are contracted, their job responsibilities, funding source and full time equivalency (FTE).

Paraprofessionals							
School Year 2010-2011							
Name	Qualifications	Attendance Center	Supervisors	Contracted	Job Responsibilities	Funding Source	FTE Qualified
Apple Blossom District							
John Jones	HS Diploma or Equivalent	Jane Austin Elementary			Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher	Other Funding Source	1.00 Y
	Obtained an associate's degree, bachelor's degree, or higher				Assist with Classroom Management, such as by organizing materials		
					Instructional Interventionist		
						Total FTE	1.00
Lymton Allred							
	HS Diploma or Equivalent	Little Red School			Instructional Interventionist	Other Funding Source	1.00 Y
	Obtained an associate's degree, bachelor's degree, or higher					Total FTE	1.00
Mary Johnson							
	HS Diploma or Equivalent	Jane Austin Elementary	Morgan Johnson		Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher	SPED Funding	1.00 Y
	Obtained an associate's degree, bachelor's degree, or higher					Total FTE	1.00
John Johnson							
	HS Diploma or Equivalent	Little Red School	Jennifer Alexander		Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher	Other Funding Source	1.00 Y
	Passed state test				Assist with Classroom Management, such as by organizing materials		
					Provide Instructional Assistance in a Computer Laboratory		
					Provide Instructional Support in a Library or Media Center		
					Instructional Interventionist		
						Total FTE	1.00

# APPENDIX A – PARAPROFESSIONAL QUALIFICATIONS

FUNDING SOURCE	QUALIFICATIONS				
	HS DIPLOMA OR EQUIVALENT	COMPLETED 48 CREDIT HOURS	ASSOCIATES DEGREE OR HIGHER	PASSED STATE TEST	OTHER
TITLE 1 PART A	X	X	X	X	
TITLE I PART A NEGLECTED	X	X	X	X	
TITLE 1 MIGRANT	X				
TITLE 1 D	X				
REAP	X				
CEIS	X	X	X	X	
SPED FUNDING	X	X	X	X	
ABOVE FUNDING SOURCE WITH JOB RESPONSIBILITY OF: * Translator * Conduct Parental Involvement Activities	X				
OTHER FUNDING SOURCE	X	X	X	X	X
* If a Paraprofessional is a Translator or conducts Parental Involvement Activities then they only have to have a HS Diploma or Equivalent.					
* Other Funding Source must have one of the options checked but it does not matter which option. If Other is selected there should be the drop down box so they can identify the reason.					
CEIS = Coordinated Early Intervening Services REAP = Rural Education Achievement Program					

Contact: Jantina Nelson-Stastny 668-2904  
 Clarifications: Betsy Chapman 773-4716 (Title)  
 Alicia Schoenhard at 773-3219 (SPED)

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