

Seminole County Public Schools

February 17, 2010

Plan for Highly Qualified Instructional Assistants

Differentiated Accountability legislation prescribes that Instructional Assistants in all schools in Differentiated Accountability must be Highly Qualified. Because moving in and out of DA is based on annual performance by schools, we are preparing for the likelihood that other schools may become part of Differentiated Accountability. The following is the District's plan to assist our non-instructional staff to meet this standard.

- Beginning with the 2010-2011 school year, all non-instructional personnel serving in any instructional capacity at **any school** must meet the Highly Qualified (HQ) standard.
 - **To whom does this apply?** Paraprofessionals that serve in an instructional capacity include those who provide one-on-one tutoring, assist with classroom management, provide instructional assistance in a computer lab, provide instructional support in a library or media center, or provide instructional support services under the direct supervision of a highly qualified teacher.
 - **What positions are excluded from meeting the HQ standard?** The positions that are **excluded** are Assistant Data Entry (job codes 2052, 2052A, 2053, 2053A, 2054), Assistant Clinic (2011), Assistant Technical (16128, 1612, 1612A) if not working as a Media Assistant (a new job description and code will be developed for this classification), Assistant Physical Therapy (1685), Assistant Sensory Screening (16658, 1665), Duty Assistant (job code and description to be developed), and Assistant Care Giver (Job code and description to be developed). All other job classifications require an individual to meet the HQ standard.
- In preparation for this change, SCPS is working jointly with Seminole Uniserv to provide personnel with an opportunity to meet the HQ standard at no cost to the individual.
- Personnel will have two options to become Highly Qualified
 - Option 1- A test offered by Educational Testing Service known as the ParaPro Assessment to be administered in late March.
 - Option 2 – A training course and test offered by American Federation of Teachers known as Meeting the Standards for Paraprofessionals to be offered in April and/or May.
- To be able to participate in either option, personnel **must attend 1 of 4** informational meetings explaining these options and the requirements of participation in detail
 - Meetings 1 and 2 will be held on Wednesday, February 24, at Winter Springs High School. The first meeting will be held at 2:30 PM and a second meeting will be held at 3:30 PM. Both meetings will be held in the Media Center.
 - Meetings 3 and 4 will be held on Wednesday, March 3, at Seminole High School. The first of these meetings will be held at 2:30 PM and a second meeting will be held at 3:30 PM. Both meetings will be held in the Community Room which is in the Administration Building.
- This is a one time opportunity.
- Any instructional assistant, regardless of current job code or assignment, is eligible to participate.
- Reappointment/Assignment of Personnel for the 2010-2011 school year may be dependent upon their status as Highly Qualified.