Alaska Individual Paraprofessional Plan Guidance and Sample

The district should develop an individual plan for each Title I instructional paraprofessional who did not meet the required qualifications reported in the staff accounting. This plan should be jointly developed, as a written agreement between the district and the paraprofessional. The plan should describe specific actions that will be taken to meet the required qualifications as soon as possible, but not later than the end of the school year. The Individual Title I Paraprofessional Plans are to be kept on file at the district.

Each district will establish its own administrative procedures for:

1. scheduling meetings with paraprofessionals,
2. developing and securing commitments and signatures for paraprofessional plans, and
3. periodically monitoring implementation progress.

It is required, however, that those procedures provide for clear and direct communication between the district administrative office and each paraprofessional for whom a plan will be developed. District designated staff must retain responsibility and accountability for Title I paraprofessional plans to demonstrate a “good faith effort” in implementing the federal and state requirements related to paraprofessionals.

1. The individual paraprofessional plan for meeting the required qualifications should include the following:
2. A verification the paraprofessional has a high school diploma or equivalent.
3. A statement to identify the option the paraprofessional will use to meet the required qualifications.
4. An indication of the needs and support to meet the required qualifications.
5. A description and timeline of paraprofessional actions to accomplish the option identified.
6. A description and timeline of district actions to facilitate accomplishment of the option identified. This element must name the administrator responsible for working with the paraprofessional and, if applicable, the source(s) and amount(s) of fiscal support that will be used for this purpose.
7. The date of the agreement and signatures of the employing local superintendent or his/her authorized designee and the instructional paraprofessional.
8. Evidence of periodic checks for completion of the agreed upon actions by the district.

# Sample Alaska Individual Paraprofessional Plan

Paraprofessional’s Name:       School:

## Paraprofessional’s Assignment(s) – Check all that apply

[ ]  provide 1-1 tutoring

[ ]  assist with classroom management, such as organizing materials

[ ]  provide instructional assistance in a computer lab

[ ]  conduct parent involvement activities

[ ]  provide instructional support in a library or media center

[ ]  act as a translator (instructional support)

[ ]  provides instructional services under the direction of a teacher

## Paraprofessional Requirements

[ ]  The district verifies the paraprofessional has a high school diploma or equivalent

### Check the option to meet the required qualifications during the current school year:

[ ]  Completed at least two years of higher education (at least 48 semester hours or the equivalent) at a regionally or nationally accredited institution of higher education

[ ]  Obtained an associate’s degree or higher from a regionally or nationally accredited institution of higher education

[ ]  A high school diploma or its equivalent  and have passed the ParaPro assessment

[ ]  A high school diploma or its equivalent and have passed the Higher Education Learning Profile (HELP)

[ ]  A high school diploma or its equivalent and have passed the specific WorkKeys assessments

[ ]  A high school diploma or its equivalent and have passed the specific WorkKeys assessments

[ ]  A high school diploma or its equivalent and achieve the qualifying basic competency exam (BCE) scores under 4 AAC 12.310

## Paraprofessional Needs

[ ]  The paraprofessional needs support in meeting the Paraprofessional Standards

### Check all areas in which support is needed to meet the required qualifications:

[ ]  Reading

[ ]  Mathematics

[ ]  Writing

[ ]  Independent Study materials

[ ]  Group Study Sessions

[ ]  ParaPro Practice Test

## Paraprofessional Actions

The following actions will be used to accomplish the requirement option indicated above.

| **Action** | **Projected Date** | **Completion Date** |
| --- | --- | --- |
|       |       |       |

## District Support

The following actions will be used to accomplish the requirement option indicated above.

| **Action** | **District Representative** | **Funding Source** | **Amount** |
| --- | --- | --- | --- |
|       |       |       |       |

## Signatures

Paraprofessional Signature:       Date:

District Signature:       Date:

## Progress Checks

| **Date** | **ParaPro Initials** | **District Initials** | **Results/Notes** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
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