

Effective June 30, 2006, under the No Child Left Behind Act (NCLB), instructional aides (paraprofessionals) within the District providing instructional services at Title I schools, as well as specific Special Education programs, must be able to demonstrate that they meet the highly qualified requirements of NCLB. In addition to having a high school diploma or GED, aides must have **one** of the following:

- 60 post-secondary hours of college courses from a community college or university.
- OR**
- Minimum of an AA degree. BA or MA meet the requirement as they exceed the minimum.
- OR**
- Meet the minimum score required on an Arizona Department of Education approved test of paraprofessional skills.

For applicants that do not meet the 60 hours of college courses or the degree qualifications, the District is authorized to offer an Arizona Department of Education approved computer based, on-line ParaPro test ONLY. Candidates need to follow these guidelines for the meeting the highly qualified requirement through this testing:

- Contact Kathy Lozania at the FUSD Family Resource Center (774-1103) to sign up for the scheduled Wednesday morning testing time offered.
- Candidates who do not pass the test are limited to a total of four times to take the test.
- Candidates must pay a \$40, non-refundable fee each time they test.
- Candidates cannot re-take the test any earlier than 30 days from the previous test date.
- After two tests without a passing score, candidates will be allowed to test again:
 - 30 days or more from the last test date; and
 - with evidence of studying to improve skills and pass the test: tutoring, computer-based studying, on-line tutorials or other source of studying.*
- After the third test without a passing score, candidates will be allowed to test again:
 - 60 days or more from the last test date; and
 - with evidence of studying to improve skills and pass the test: tutoring, computer based studying, on-line tutorials or other source of studying.*
- After the fourth unsuccessful attempt to pass the test, candidates will not be able to test through the District's parapro testing opportunity. Candidates will have to seek another option to meet the highly qualified requirements (i.e., completion of 60 hours of college-level coursework).

*Contact Kathy Lozania at the FUSD Family Resource Center (774-1103) for information on options available to study and prepare for successful completion of the ParaPro Test.

For additional information on the ParaPro Highly Qualified Requirements, contact the Educational Enrichment Department at (928) 527-6156.

Flagstaff Unified School District # 1
Instructional Aide & Special Education Aide Highly Qualified Requirements

Must be completed by all applicants
for Instructional Aide or Special Education Aide positions.

Under the No Child Left Behind Act (NCLB), instructional aides within the school district providing instructional services in Title I schools, as well as specific Special Education programs, must be able to demonstrate that they meet the highly qualified requirements of NCLB.

*Please complete the information below and submit this form
(and required documentation) with your application packet.*

Paraprofessional Verification of Qualifications
Please Print Clearly

Personnel Information:

Name: _____

Mark the area(s) that apply to you.

_____ High School Graduate or GED (General Equivalency Diploma)

AND ONE of the following:

_____ 60 post-secondary hours of college courses from a community college or university.
Please attach *all transcript(s)* to document credited courses.

OR

_____ Minimum of an AA degree (or higher).
BA or MA meet the requirement as they exceed the minimum.
Please attach *copy of Degree/Diploma* to document degree obtained.

OR

_____ Meet the minimum score required on an Arizona Department of Education approved test of paraprofessional skills.*
Please attach *official letter from the specific testing service* to document your score.

Signature: _____

Date: _____

*FUSD administers the ParaPro Test once weekly to job candidates for a fee of \$40. Contact 774-1103 for more information or to schedule a testing time.