

Instructional Support Paraprofessional Requirements



OKLAHOMA
Education



Topics

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History - NCLB

- The Elementary and Secondary Education Act (ESEA), as reauthorized by the No Child Left Behind Act on January 8, 2002, issued requirements for paraprofessionals (any non-certified staff with instructional support duties).
- The requirements apply to paraprofessionals with instructional duties in any program supported by Title I funds. For a schoolwide school, this means all paraprofessionals with instructional duties without regard to the source of funding of the positions.

History – ESSA

- The reauthorization of the Elementary and Secondary Education Act (ESEA), also known as the Every Student Succeeds Act (ESSA) of 2015, changed requirements for paraprofessionals.
- Section 1111 (g)(2)(J) of the Every Student Succeeds Act (ESSA) requires that the state educational agency will ensure that all paraprofessionals working in a program supported with funds under Title I, Part A meet applicable state certification requirements.

History – ESSA

- Additionally, Section 1111 (g)(2)(M) requires that the state has Professional Standards in place for paraprofessionals, "including qualifications that were in place on the day before the date of enactment of the Every Student Succeeds Act."
- This is the reason Oklahoma had to add paraprofessional requirements to the Oklahoma Administrative Code (OAC).

[OAC 210:20-9-102](#)

[70 O.S. § 6-127A](#)

Terminology

- The term “paraprofessional”, also known as a “paraeducator”, includes an education assistant and an instructional assistant.
[ESSA Section 8101 \(37\)](#)
- The **title** your district uses for the position does not matter.
- If the individual is providing **instructional support** in a school receiving Title I funds the individual must meet the requirements.



Definition – Federal Law

A paraprofessional covered under [34 CFR §200.58](#) may perform the following **instructional support** duties:

- One-on-one tutoring for eligible students if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
- Assisting in classroom management.
- Assisting in computer instruction.

Definition – Federal Law

- Providing **instructional support** in a library or media center. (Review the DUTIES of the position)
- Providing instructional support services.

Key Term – Instructional Support

Federal funds are not to be used to meet state staffing requirements in a library or media center.

Elementary [OAC 210:35-5-71](#)

Middle School [OAC 210:35-7-61](#)

High School [OAC 210:35-9-71](#)



Definition – Federal Law

- Acting as a translator. Exempt see [34 CFR 200.58\(e\)\(1\)\(ii\)](#)
- Conducting parent involvement activities. Exempt see [34 CFR 200.58\(e\)\(2\)](#)

Definition – Federal Law (non-instructional)

- An employee is **considered non-instructional** if the employee:
 - Acts only as a **translator of non-academic, teaching or learning activities** such as translating a report card to a parent, or translating lunch line etiquette-to enhance the participation of English learners or students with disabilities;
 - Has instructional-support duties that consist **solely of conducting parental involvement** activities; or
 - Has only non-instructional duties, including providing **technical support for computers**, providing **personal care duties**, or performing **clerical duties**. [34 C.F.R Section 200.58\(e\)](#)

Library/Media Center Aides

- Library/media center aides coded 410 or 411 should **not** be providing instructional support.
 - 410* Library Aide (S).** Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.
 - 411* Media Center Aide (S).** Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material, and services.
- If library/media center aides ARE providing instructional support, then the individual should be coded 414 and meet the paraprofessional requirements.

Oklahoma – ESEA

- In the 2019-2020 school year, there were several changes to Oklahoma State Department of Education (OSDE) administrative rules that were completed through the legislative approval process that included the necessary steps of publication in the *Oklahoma Register*.

[OAC 210:20-9-102](#)

[70 O.S. § 6-127A](#)

Definition – State Law

The paraprofessional rule ([OAC 210:20-9-102](#)) has been amended to clarify the requirements that apply to paraprofessionals in two federally defined roles, Title I schools and special education services, and it stipulates that:

“Under Oklahoma law at [70 O.S. § 6-127A](#), a public school paraprofessional is an employee of a school district whose position is instructional in nature, or who delivers other direct services to students and/or their parents, and for which a certified teacher or other professional has the ultimate responsibility for the design, implementation, and evaluation of the individual educational programs or related services and student performance.

Definition – State Law

Individuals must meet requirements established by federal and state law to be authorized to serve as public school paraprofessionals.”

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Procedures

- Recommendation to ensure compliance. When a **paraprofessional vacancy** is posted add the **minimum requirements**.



Procedures

- The individual applicant must provide the evidence of meeting the requirements upon hire. There is no grace period.
- Recommendation to ensure compliance. The district should add a review step to any human resource procedures already in place.
 - What position in the district will accept the completed application with evidence of requirements being met?
 - How will the evidence of requirements be reviewed?
 - Where will the **evidence** of requirements be **stored**?

Provisional Employment (only for SPED)

- Provision employment of paraprofessionals only applies in special education settings. [Section 210:20-9-102 \(b\)\(3\)](#)
- Must have Tier I credentials **upon hire**.

Title I, Part A (Tier I) vs. IDEA (Tier II) Requirements

Tier I (Federal Programs - Title I Paraprofessional)

Meet one of the following criteria:

- Completed two years of study at an institution of higher education (no less than 48 hours of college coursework), OR
- Earned an Associates Degree (or higher), OR
- Take and pass the ACT WorkKeys Assessment, OR
- Take and pass the ParaPathways Assessment

WorkKeys: An examinee who takes the three assessments receives a score report for each assessment providing both a scaled score and a level score. The score report provides descriptions of the skills that the examinee has demonstrated. For all three assessments, examinees achieve a level score of <3, 3, 4, 5, 6, or 7. An examinee must score a minimum of Level 3 on all three assessments (Applied Math, Graphic Literacy, and Workplace Documents).

ParaPathways: An examinee who takes the three assessments receives a score report for each assessment providing both a scaled score and a level score. The score report provides descriptions of the skills that the examinee has demonstrated. The ParaPathways assessment requires a passing score of 332 for Reading and Writing and 334 for Mathematics. Oklahoma also accepts the [ParaPro Assessment](#) with a score of 457 (through 8/31/2026), as the ParaPro Assessment is being phased out and replaced with the ParaPathways Assessment.

The
ParaPro
passing
score is **455**
not 457.

Title I, Part A (Tier I) vs. IDEA (Tier II) Requirements

Tier II (Special Education)

In addition to Tier I, special education paraprofessionals must also meet the following requirements and maintain current certification.

INITIAL REQUIREMENTS

- Enroll and complete paraprofessional courses in OSDE Connect by [completing the form](#), OR
- attend an OSDE-approved Paraprofessional training through a career technology center or other state-approved training provider.

Additional Requirements

- Cardiovascular Pulmonary Resuscitation (CPR) and
- First Aid Training

Oklahoma Cost Accounting System (OCAS) Job Coding

- FY27 OCAS Manual
- Job code 414 has a Full Time Equivalency (FTE) and must be entered in School Personnel Records Report (SPR).

414* **Paraprofessional (Tier I) (S).** An employee of a school district whose position is instructional in nature, or who delivers other direct services to students and/or their parents and for which a certified teacher or other professional has the ultimate responsibility for the design, implementation, and evaluation of the individual educational programs or related services and student performance. Individuals must meet requirements established by federal and state law to be authorized to serve as public school paraprofessionals in **Title I Schools**. The State Board of Education is also authorized to issue provisional teaching certification to a qualifying individual with a paraprofessional credential and relevant experience serving as a paraprofessional.

Oklahoma Cost Accounting System (OCAS) Job Coding

- If the district is paying for non-certified tutoring instructional services the coding should be a 415 job code in the School Personnel Report (SPR) because the individuals are paid hourly from a timesheet, not a contract. **415* Tutor (B).** Provides academic instruction to students requiring additional assistance outside of the classroom.
- An assurance should be provided that the tutor is under the direct supervision of a certified classroom teacher.
- An hourly tutor does not need to meet the paraprofessional requirements.
- There are no benefits attached to a 415 job code.



Oklahoma Cost Accounting System (OCAS) Job Coding

413 job code is not appropriate in a Title I, Part A School (Schoolwide) or in a Title I, Part A (Targeted Assistance School).

413* Paraprofessional/Teacher Assistant (S). An employee working within a classroom setting but whose position does not require additional qualifications under federal and state law due to site placement, funding source or non-instructional duties performed. Cannot be used in a SPECIAL ED setting. Non-Title I School.

Examples

ACT WorkKeys Bronze Level

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Examinee:
Realm: MetroTech

Examinee ID**:
Report Date: Mar 9, 2023

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	03/09/2023	5	<3 - 7	82	65 - 90
WorkKeys Workplace Documents	03/09/2023	6	<3 - 7	84	65 - 90
WorkKeys Graphic Literacy	03/09/2023	6	<3 - 7	83	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Applied Math:

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated the following skills to:

- Decide what information, calculations, or unit conversions to use to find the answer to a problem.
- Add and subtract fractions with unlike denominators (such as $\frac{1}{2}$ - $\frac{1}{4}$).
- Convert units within or between systems of measurement (e.g., time, measurement, quantity) where the conversion factor is given either in the problem or in the formula sheet.
- Solve problems that require mathematical operations using mixed units (such as adding 6 feet and 4 inches to 3 feet and 10 inches, or subtracting 4 hours and 30 minutes from 3.5 hours).
- Identify the best deal using one- or two-step calculations that meet the stated conditions.
- Calculate the perimeter or circumference of a basic shape, or calculate the area of a basic shape.
- Calculate a given percentage of a given number and then use that percentage to find the solution to a problem (e.g., find the percentage and then use it to find the discount, markup, or tax).
- Identify where a mistake occurred in a calculation (such as identifying the row in a spreadsheet where a problem occurred).

WorkKeys Workplace Documents:

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have the skill to read and comprehend longer workplace documents written in lengthy, complex sentences that use advanced vocabulary including unfamiliar words, jargon, and acronyms where the meaning is often implied. In reading these documents, they are able to:

- Infer implied details
- Infer the meaning of an acronym, jargon, or technical term from context
- Apply information/instructions to a situation not directly described in the document or to a completely new situation
- Apply principles inferred in a passage to a situation not directly described in the document or to a completely new situation
- Identify the rationale behind an entire document or a section of a document

Transcript 48
hours +

-----Transcript Totals-----				
	EHRS	GPA-HRS	POINTS	GPA
OCCC:	68.00	56.00	189.00	3.3750
Transfer:	41.00	69.00	115.00	1.6666
-----CONTINUE ON NEXT COLUMN-----				

Examples

ParaPro Assessment
by ETS – passing
score must be at least
a 455



ParaPro Assessment

Test Scores

Close this window

The test has been completed. These are your unofficial scores, which you may print for your own records.

Candidate
Name :

School District : Gordon Cooper
Technology Ctr.,
OK

Test
Completed : 17:22:59

Content Categories	Your Score
Reading Skills and Knowledge	11 out of 15
Application of Reading Skills and Knowledge to Classroom Instruction	9 out of 10
Mathematics Skills and Knowledge	7 out of 14
Application of Mathematics Skills and Knowledge to Classroom Instruction	6 out of 11
Writing Skills and Knowledge	9 out of 15
Application of Writing Skills and Knowledge to Classroom Instruction	9 out of 10
Scaled Score	464

Examples

This certificate means that the individual has submitted the evidence to the Oklahoma State Department of Education via the Office of Teacher Certification.



While the credential is required, applying for the certificate is optional.



Recommending a Paraprofessional

- A paraprofessional certificate issued by the Oklahoma State Department of Education (OSDE) is optional and is not a requirement.
- Initiating a Paraprofessional Credential Recommendation is completed on Single Sign-On > Oklahoma Educator Credentialing System

Office of Title Services (OTS) Webpage



TranslateState Agencies



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Office of Title Services (OTS) Trainings

Contact Information

Title I, Part A

Title I, Part C

Title I, Part D

Title II, Part A

Title III, Part A

Title IV, Part A

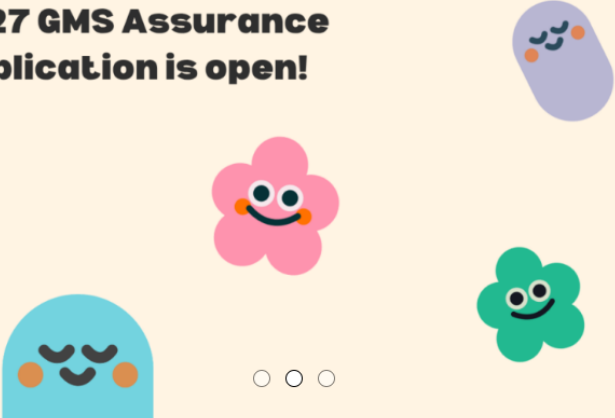
Title V, Part B

Title IX, Part A

OSDE > Services > Title Services

Office of Title Services

FY27 GMS Assurance Application is open!



Preliminary Fiscal Year 2027 Title I, Part A Allocations

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