



SANDY GARRETT
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

MEMORANDUM

TO: District Superintendent
FROM: Gayle Castle, Team Leader, Office of Grants Management
DATE: October 12, 2007
SUBJECT: Title I, Part A Paraprofessional Requirements

The *No Child Left Behind Act of 2001* (NCLB) defines a paraprofessional as an employee of a district who provides instructional support in a program supported with Title I, Part A funds. Paraprofessional may be assigned one of the following duties:

- Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,
- Assist with classroom management, such as by organizing instructional materials,
- Provide instructional assistance in a computer laboratory,
- Conduct parental involvement activities,
- Provide instructional support in a library or media center,
- Act as a translator, or
- Provide instructional support services under the direct supervision of a highly qualified teacher.

In a schoolwide site all instructional support paraprofessionals must meet the Title I, Part A requirements. In a targeted assistance site only those instructional support paraprofessionals who are paid in whole or in part with Title I, Part A funds must meet the Title I, Part A requirements.

Paraprofessionals provide instructional support, they should not be providing planned direct instruction, or introducing to students new skills, concepts, or academic content. Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance, and similar positions are not considered paraprofessionals under Title I, Part A.

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Paraprofessionals who provide instructional support must meet the Title I, Part A requirements as defined by Section 1119. NCLB requires paraprofessionals to have a secondary school diploma or its recognized equivalent and meet one of the following if the paraprofessional will perform instructional duties in a Title I, Part A program:

- Have completed at least two years of study at an institution of higher education defined as completion of 48 semester hours of college coursework; or
- Have obtained an associate's (or higher) degree; or
- Have taken and passed the ParaPro test (passing score should be 455 or above) or the Oklahoma General Education Test (OGET).

Please contact Amber Polach, Program Specialist, Office of Grants Planning with any questions, at (405) 521-2846, or e-mail <Amber_Polach@sde.state.ok.us>.

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Enclosure

cc: State Superintendent Sandy Garrett
Cindy Koss, Assistant State Superintendent, Office of Standards and Curriculum