



Provo City School District

Policy Series 5000: Personnel

5020 P4

Hiring Standards and Practices: Title I and Special Education Paraprofessional Qualifications

Compliance

Provo City School District is committed to having highly qualified special education instructional assistants in every school and highly qualified instructional assistants in each Title I school.

Screening

The principal or designee at each school will adequately screen Title I and special education instructional assistant applicants to verify their highly qualified status prior to interviewing and/or extending an offer of employment with Provo City School District. This verification requires applicants to provide evidence of their HQ status through one or more of the following:

- A copy of their college transcripts indicating they have earned at least 48 credit hours
- A copy of their ParaPro test results indicating a passing score of 460 or higher
- A copy of their associate degree or higher

Documentation

All official documentation will be collected and kept on file with Human Resources at the District office and remain on file for at least three years post end of employment.

A list will be kept indicating what specifically makes each instructional assistant highly qualified.

Adopted: October 5, 2015