

Title I Paraprofessional Requirements

Michigan paraprofessionals are required to hold a high school diploma (or equivalent), regardless of their assignment, under Michigan law. Michigan Department of Education (MDE) does not issue a certificate or license for paraprofessionals. Additional requirements for the employment of a paraprofessional may be determined by the employing school district, public school academy or non-public school. Additionally, MDE provides a document for the appropriate [Utilization of Noncertified Personnel](#).

On January 8, 2002, President Bush signed the No Child Left Behind Act (NCLB), federal legislation that mandated 100 percent proficiency in reading, writing, and mathematics for all students by the 2013-2014 school year. To reach this goal, the law required that teachers and paraprofessionals meet specific requirements under the Highly Qualified provisions.

For the purposes of Title I, Part A, a paraprofessional is defined as an employee who provides instructional support in a program supported with Title I, Part A funds, either in a school-wide program or directly under a target-assisted program. This includes paraprofessionals who do the following:

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

As partners in the instructional process, paraprofessionals who work in programs supported with Title I funds must meet **one** of the following requirements:

- Complete at least two years of study at an institution of higher education (equal to **60 semester hours**)*; or
- Obtain an associate's degree (or higher); or

- Meet a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment in the following areas:
 - ❖ Knowledge of, and the ability to assist in, instructing reading, writing, and mathematics; or
 - ❖ Knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

The State Board of Education approved the following formal assessments by which a paraprofessional may choose to demonstrate this knowledge:

Basic Skills Examination

- A passing score on the score Basic Skills Test MTTC
 - A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Test or Professional Readiness Exam
- [Other basic skills examination options](#)

[ETS Parapro Assessment](#)**

- A passing score of 460 is required

[WorkKeys®](#)

NOTE: With the discontinuation of the WorkKeys Writing assessment, WorkKeys is no longer a current option for new paraprofessionals.

Passing scores required:

- Reading for Information – 4; and
- Applied Mathematics – 4; and
- Writing – 3 (Business Writing was NOT approved)

Paraprofessionals hired after January 2, 2002 must meet NCLB requirements as a condition of their employment.

Individuals who work in food services, cafeteria or playground supervisors, personal care services, non-instructional computer assistance, and similar positions are not impacted by the legislation. These individuals **do not** need to meet the requirements of NCLB but must meet requirements set forth by MDE or the employer.

*Paraprofessionals without at least 60 college credit hours will not be allowed to test.

**ETS testing centers are currently closed with no timeline for reopening. Paraprofessionals can be hired and paid with Federal funds, but must test when testing becomes available.

For more information on Paraprofessionals and the requirements, contact the Office of Educational Supports at 517-241-5388.