

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

DISTRIBUTION: All Schools and Offices ROUTING
Local District Superintendents
SUBJECT: BULLETIN NO. R-19
QUALIFICATIONS FOR
PARAPROFESSIONALS AND
PARENTS' RIGHT TO KNOW Administrators
Counselors

DATE: January 20, 2003

Materials Must Be Submitted by: APRIL 30, 2003.

DIVISION: Personnel Commission

APPROVED: ANITA M. FORD, Personnel Director

For questions regarding required paraprofessionals' qualifications, testing and training procedures, and the process for gathering information on paraprofessionals' qualifications ("Parents' Right to Know"), visit the website www.iainfo.net. If further assistance is needed, please call Carla Chatman, Human Resources Specialist II or Dr. Virginia Austin, Senior Human Resources Specialist at (213) 353-4200.

For information regarding teachers (certificated), contact Irene Yamahara, Administrator, Human Resources Division at (213) 241-6131.

I. PURPOSE

The purpose of this bulletin is to provide information to assist school sites in implementing the federal requirements of HR 1, the *No Child Left Behind Act of 2001* (NCLBA), as they pertain to paraprofessional qualifications.

Specifically, this bulletin:

- Describes, in greater detail than Bulletin No. R-17, the qualification requirements for paraprofessionals (Sections II and III).
- Describes the procedures for gathering the required information about the qualifications of their paraprofessionals (Section IV).
- Provides interim procedures for responding to parents' requests for information about the qualifications of their children's paraprofessional(s) (Sections V and VI).

II. REQUIREMENTS FOR PARAPROFESSIONALS HIRED AFTER JANUARY 8, 2002

District policy and the *No Child Left Behind Act (NCLBA) of 2001(HR1)*, Section 1119 (c) and (d), requires paraprofessionals (including substitutes) hired after January 8, 2002, who provide instructional assistance, to meet the following requirements:

- A. Possession of a High School Diploma or passage of the General Educational Development (GED) AND
- B. Passage of the District Proficiency Test (reading and writing in English, and math) AND
- C. ONE OF THE FOLLOWING:
 - 1. Successful completion of 60 semester units (or 90 quarter units) at a recognized college or university, OR
 - 2. Attainment of an Associate (or higher) Degree from a recognized college or university, OR
 - 3. Passage of the Instructional Assistance (IA) Test.

Note: The above policy conforms with and does not exceed SB 1405, California's corresponding law which goes into effect January 1, 2003.

III. IMPACT ON PARAPROFESSIONALS HIRED ON OR BEFORE JANUARY 8, 2002

- A. District employees (hired on or before January 8, 2002) in the affected classifications (Attachment A) have until January 8, 2006 to meet the requirements. Paraprofessionals who meet the requirements by passing the IA Test must also pass the District Proficiency Test if they have not previously passed it. Paraprofessionals hired on or before January 8, 2002, who meet the NCLBA requirements in Section II, C1 or C2 (units or degree) are not required to take the District Proficiency Test.
- B. District employees who are re-employed in affected job classifications as a result of involuntary breaks in service (e.g., laid-off), also have until January 8, 2006 to meet the requirements listed in Section II, A and C. Employees qualifying under Section II, C3 must also pass the District's high school proficiency test if they have not already passed it.
- C. Former District employees returning to work (re-instatements) in an affected classification (Attachment A) as a result of a voluntary break in service (e.g., resignation), must meet the new requirements prior to re-instatement under the same conditions as new applicants.

- D. Promotions or transfers within affected classifications. District employees hired on or before January 8, 2002, who transfer or promote between affected job classifications (Attachment A) have until January 8, 2006 to meet the new requirements. District employees who wish to transfer or promote from an unaffected classification (e.g., Office Assistant) to an affected classification must meet the new requirements for paraprofessionals under the same conditions as new applicants.

IV. INFORMATION GATHERING PROCEDURES

- A. Paraprofessionals who were hired on or before January 8, 2002 and meet the qualifications with college units or possession of a degree must present an original high school diploma or GED and an official college transcript or original college diploma, in person, by April 30, 2003 at one of the Personnel Commission's Employment Offices listed below unless they have already done so.

EAST 2114 Marengo Street Los Angeles 90033 (213) 625-4147	MID-CITIES 944 West 77 th Street Los Angeles 90044 (323) 753-3321	VALLEY 6505 Zelzah Avenue Reseda 91335 (818) 997-2533
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To determine if a U.S. college or university is considered recognized, please visit one of the websites of the six regional associations that accredit public and private colleges and universities in the U.S. (See below.) Individuals that believe a college is accredited by another appropriate source may submit that information for consideration to Dr. Virginia Austin at the Personnel Selection Branch; 1543 Shatto Street; Los Angeles, CA 90017 or vaustin@lausd.k12.ca.us. She may be reached by phone at (213) 353-4200.

Middle States Association of Colleges and Schools, Commission on Institutions of Higher Education: www.msache.org/direc.html

New England Association of Schools and Colleges, Commission on Institutions of Higher Education: www.neasc.org/roster.htm

North Central Association of Colleges and Schools, the Higher Learning Commission: www.ncahigherlearningcommission.org/directory

Northwest Association of Schools and of Colleges and Universities, Commission of Colleges and Universities: www.nwccu.org/

Southern Association of Colleges and Schools, Commission on Colleges: www.sacscoc.org/search.asp

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges: www.wascweb.org/

IV. INFORMATION GATHERING PROCEDURES (continued)

Foreign degrees or transcripts may have to be evaluated by a transcription evaluation agency. For a list of agencies, please contact your closest Classified Employment Office listed above or visit the website

<http://www.ctc.ca.gov/credentialinfo/leaflets/cl635.pdf>.

- B. Paraprofessionals who were hired on or before January 8, 2002 and have already passed the District Proficiency Test and the IA Test must present their original high school diploma or GED, in person, by April 30, 2003 at one of the Personnel Commission's Employment Offices (previously listed) unless they have already done so.
- C. Paraprofessionals who were hired on or before January 8, 2002 and do not meet the qualifications have until January 8, 2006 to complete all the requirements as described in Section III above. Once a paraprofessional meets all the requirements, s/he must present an original high school diploma or GED and, if applicable, an official college transcript or original college diploma, in person, at one of the Personnel Commission's Employment Offices previously listed.

The Personnel Commission will individually notify paraprofessionals via U.S. mail regarding their need to meet the requirements stated in this bulletin.

V. PARENTS' RIGHT TO KNOW PROCEDURES

The NCLBA requires Title I schools to notify parents at the beginning of each school year that they may request information about the qualifications of any paraprofessionals who are providing educational assistance to their children and that the information must be provided to them in a timely manner. Parents and/or guardians of students attending Title I-funded schools may make written requests regarding the qualifications of their children's paraprofessional(s).

The District is developing a database to assist school sites in providing an efficient and timely response to parent requests. In the interim, should you receive a request from a parent/guardian about the qualifications of a child's paraprofessional, please ask the paraprofessional to provide you with the information.

VI. PARAPROFESSIONAL PRIVACY

Confidentiality and privacy rights must be maintained in the collection, retention, and dissemination of employee information. Personal information, such as the employee number, social security number, age, gender, home address and telephone number or anything else of a personal nature, shall not under any circumstances be shared with parents or any other unauthorized persons. Additionally, care must be taken at all times to ensure that personal information is collected and maintained in a secure manner.

For assistance regarding scheduling test appointments, contact the Personnel Selection Branch at (213) 353-4200.

For information regarding the Instructional Assistance Training Program offered by the Organizational Excellence Classified Staff Development Branch, call (213) 353-4300.

Updated information regarding testing and training procedures and the attached forms (Attachments B and C) are posted on the website, www.iainfo.net. Additional assistance may be obtained by calling the individuals listed at the beginning of this bulletin.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Personnel Commission

BULLETIN NO. R-19
January 20, 2003

ATTACHMENT A

No Child Left Behind Act of 2001
Affected Classifications

4581	Education Aide III & (Restricted)
4594	Education Aide III (Female) & (Restricted)
4587	Education Aide III (Male) & (Restricted)
4684	Education Aide III (Arabic) & (Restricted)
4580	Education Aide III (Armenian) & (Restricted)
4536	Education Aide III (Cambodian) & (Restricted)
4530	Education Aide III (Cantonese) & (Restricted)
4539	Education Aide III (Farsi) & (Restricted)
4531	Education Aide III (Japanese) & (Restricted)
4533	Education Aide III (Korean) & (Restricted)
4538	Education Aide III (Laotian) & (Restricted)
4685	Education Aide III (Russian) & (Restricted)
4534	Education Aide III (Samoan) & (Restricted)
4579	Education Aide III (Spanish) & (Restricted)
4532	Education Aide III (Tagalog) & (Restricted)
4537	Education Aide III (Vietnamese) & (Restricted)
4924	Educational Resource Aide & (Restricted)
4925	Educational Resource Aide (Armenian Language) & (Restricted)
4928	Educational Resource Aide (Spanish Language) & (Restricted)
4700	Health Care Assistant
4701	Health Care Assistant (Male)
4991	Instructional Aide I & (Restricted)
4592	Instructional Aide II & (Restricted)
4569	Instructional Aide for Deaf and Hard of Hearing Students - Signing
4937	Instructional Aide for Deaf and Hard of Hearing Students - Signing (Male)
4969	Instructional Aide for Deaf and Hard of Hearing Students - Oral
4946	Deaf and Hard of Hearing Instructional Aide
4527	Instructional Aide (Animal Husbandry)
4540	Instructional Aide (Automotive Mechanics)
4501	Instructional Aide (Automotive Mechanics) (Spanish Language)
4706	Instructional Aide (Braille)
4541	Instructional Aide (Business Education)
4502	Instructional Aide (Business Education) (Spanish Language)
4542	Instructional Aide (Clothing Skills)
4503	Instructional Aide (Clothing Skills) (Spanish Language)

No Child Left Behind Act of 2001
Affected Classifications (continued)

4543 Instructional Aide (Cosmetology)
4504 Instructional Aide (Cosmetology) (Spanish Language)
4588 Instructional Aide (Diesel)
4544 Instructional Aide (Drafting)
4505 Instructional Aide (Drafting) (Spanish Language)
4545 Instructional Aide (Early Childhood)
4506 Instructional Aide (Early Childhood) (Spanish Language)
4590 Instructional Aide (Electronics)
4586 Instructional Aide (Electronics) (Spanish Language)
4553 Instructional Aide (Floriculture)
4507 Instructional Aide (Floriculture) (Spanish Language)
4547 Instructional Aide (Food Services)
4508 Instructional Aide (Food Services) (Spanish Language)
4548 Instructional Aide (Graphic Arts)
4509 Instructional Aide (Graphic Arts) (Spanish Language)
4549 Instructional Aide (Horticulture)
4512 Instructional Aide (Horticulture) (Spanish Language)
4552 Instructional Aide (LVN)
4554 Instructional Aide (LVN) (Spanish Language)
4550 Instructional Aide (Metalworking)
4513 Instructional Aide (Metalworking) (Spanish Language)
4546 Instructional Aide (Plastics)
4555 Instructional Aide (Television)
4674 Instructional Aide (Upholstery)
4675 Instructional Aide (Upholstery) (Spanish Language)
4670 Instructional Aide (Vocational Nursing)
4551 Instructional Aide (Woodworking)
4518 Instructional Aide (Woodworking) (Spanish Language)
2680 Library Aide
2616 Library Clerk
2623 Library Media Clerk
4577 Resource Assistant for Students With Visual Disabilities
4571 Special Education Assistant
4566 Special Education Assistant (Male)
4575 Special Education Trainee & (Restricted)
4562 Special Education Trainee (Male)
4578 Special Education Assistant (Hearing Impaired)
4573 Special Education Trainee (Hearing Impaired) & (Restricted)
4593 Speech Education Aide
0953 Teacher Assistant (Degree Track)
0954 Teacher Assistant (Non-Degree Track)
0955 Teacher Assistant (Non-Degree Track converted to Degree Track)
4491 Television Education Aide

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ATTACHMENT B

TEST SCHEDULING FORM

Fax completed form to (213) 353-4234 or send via school mail to:
Personnel Commission/Personnel Selection Branch, Shatto Building, Attn: Paraprofessional Test Scheduling

<<<Requestor's Information>>>				
Name	Title	Phone Number/Fax	Location Code/School	
SSN	Employee #	Last Name	First Name	Job Classification
Home Address	City	Zip	Home Phone	Day Phone
IA Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
DP Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time		3 rd Choice – Location/Date/Time
SSN	Employee #	Last Name	First Name	Job Classification
Home Address	City	Zip	Home Phone	Day Phone
IA Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
DP Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time		3 rd Choice – Location/Date/Time
SSN	Employee #	Last Name	First Name	Job Classification
Home Address	City	Zip	Home Phone	Day Phone
IA Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
DP Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time		3 rd Choice – Location/Date/Time
SSN	Employee #	Last Name	First Name	Job Classification
Home Address	City	Zip	Home Phone	Day Phone
IA Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
DP Test	1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time	
1 st Choice – Location/Date/Time		2 nd Choice – Location/Date/Time		3 rd Choice – Location/Date/Time

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ATTACHMENT C

***Instructional Assistance Training Program
Registration Form***

If you are interested in enrolling in the Instructional Assistance Training Program, please complete the registration form and return it to the Organizational Excellence Classified Training Office either by school mail (to the Shatto Building) or fax to (213) 353-0120.

Name: _____

Emp. #: _____

Current Job Title: _____

Current Grade(s) Assisting: _____

School Name: _____

Local District: _____

School Phone: _____

School Fax: _____

E-Mail (optional): _____

Where and when would you prefer to attend the training? Please indicate the series of classes (total of 8 hours) you wish to attend. You may indicate up to three choices. Place a "1" next to your first choice, a "2" next to your second choice and a "3" next to your third choice.

Indicate Choices	Location	Days/Times
___	Downtown	2 Mondays/2:00 pm - 6:00 pm
___	Downtown	3 Thursdays/ 4:30 pm - 7:30pm
___	Downtown	1 Saturday/ 8:00 am - 5:00 pm
___	Valley	3 Mondays/4:00 pm - 7:00 pm
___	Valley	1 Saturday/ 8:00 am - 5:00 pm
___	East	2 Thursdays/ 2:00 pm - 6:00 pm
___	East	2 Saturdays/ 8:00 am - 12 noon
___	West	3 Wednesdays/ 4:00 pm -7:00 pm
___	West	1 Saturday/ 8:00 am - 5:00 pm
___	South	3 Tuesdays/ 4:00 pm – 7:00 pm
___	South	2 Saturdays/ 8:00 am-12 noon

As soon as there are a sufficient number of paraeducators in your class of choice, a date will be scheduled and you will be notified at work either by mail or fax. During the class, participants will be registered to take the Instructional Assistance (IA) Test. Classes will be filled on a first-come, first-served basis.

If at this time you are not interested in completing the Training Program but would like to register for the IA Test, you may contact the Personnel Selection Branch of the Personnel Commission directly at (213) 353-4200.

***Mail Form to Organizational Excellence Classified Training Branch—Shatto Building OR
Fax to (213) 353-0120***