

EDUCATION AND LABOR CABINET

Board of Education

Department of Education

(Amended at ARRS Committee)

**704 KAR 3:550. Minimum qualifications for paraprofessionals.**

RELATES TO: ~~KRS 161.044, 161.011~~, 20 U.S.C. 6319(c)~~, KRS 161.044, 161.011~~

STATUTORY AUTHORITY: KRS 161.044

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.044 requires the Kentucky Board of Education to promulgate administrative regulations governing the qualifications of teachers' aides in the common schools. The Every Student Succeeds Act of 2015, 20 U.S.C. secs. 6319(c), outlines the minimum requirements for paraprofessionals in schools receiving Title I funds. This administrative regulation establishes the minimum qualifications for teachers' aides and paraprofessionals in the common schools.

Section 1. Definitions.

- (1) "Classified employee" ~~is defined by~~~~means the same as in~~ KRS 161.011.
- (2) "Paraprofessional" means a classified employee, regardless of school district-assigned job title, who performs instructional support duties which may include:
  - (a) Providing one-on-one tutoring if ~~such~~ tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
  - (b) Assisting with classroom management;
  - (c) Providing instructional assistance in a computer laboratory;
  - (d) Providing instructional support in a library or media center;
  - (e) Acting as a translator; or
  - (f) Providing instructional support services under the direct supervision of a teacher.

Section 2. Minimum Qualifications for a Paraprofessional.

- (1) To qualify for a position as a paraprofessional in the common schools, an individual shall possess knowledge of basic subjects taught in the common schools, including arithmetic, grammar, spelling, language, and reading.
- (2) Possession of the knowledge required in subsection ~~one~~(1) of this section shall be demonstrated by the successful completion of a high school diploma or a high school equivalency diploma.

Section 3. Minimum Qualifications for Paraprofessionals in Title I Schools.

- (1) To qualify for a position as a paraprofessional in a school that receives funding under Title I of the Elementary and Secondary Education Act of 1965, or its successor, an individual shall meet the requirements of Section 2 of this administrative regulation, and shall possess:
  - (a) Two (2) years of study at an institution of higher education;
  - (b) An associate's degree; or
  - (c) A passing score on the state assessment required by Section 5 of this administrative regulation.
- (2) Paraprofessionals who only serve as translators or who only conduct parental involvement activities are exempt from the requirements of this section.

Section 4. Local Education Agency Flexibility.

- (1) Local education agencies may add required qualifications in addition to those set forth in this administrative regulation for paraprofessional roles.
- (2) Local education agencies shall adopt and implement policies to ensure that any classified employee ~~who~~~~that~~ meets the definition of a paraprofessional in Section 1 of

this administrative regulation meets the minimum qualification requirements of this administrative regulation regardless of locally created job titles.

Section 5. Criteria for the Statewide Paraprofessional Assessment. The Kentucky Department of Education shall make available a standardized paraprofessional assessment that evaluates an individual's knowledge of:

- (1) Correct oral and written usage of English;
- (2) Child guidance principles and practices;
- (3) Classroom procedures and conduct;
- (4) Basic instructional techniques;
- (5) School and classroom rules, policies, and procedures;
- (6) Safe practices in classroom activities;
- (7) Reading and writing communication skills;
- (8) Interpersonal skills using tact, patience, and courtesy; and
- (9) Record-keeping techniques.

*This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(5).*

FILED WITH LRC: July 9, 2024

CONTACT PERSON: Todd G. Allen, General Counsel, Kentucky Department of Education, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, phone 502-564-4474, fax 502-564-9321; email [regcomments@education.ky.gov](mailto:regcomments@education.ky.gov).