

## **Procedures for Hiring Instructional Paraprofessionals**

**Paraprofessional vacancies are posted on the webpage for the Pelham City School District.**

**To be hired, they must:**

- **Currently hold paraprofessional certification**
- **Or, have a minimum of a GED or high school diploma and must have passed the paraprofessional test**
- **Or, must have successfully completed a minimum of 60 semester hours of college coursework**

**This ensures that applicants have met the minimum qualifications to be highly qualified. Highly qualified applicants are then eligible to interview with principals. The applicant then completes the fingerprinting and background check. When the background check is deemed satisfactory, the Certification Officer requests a paraprofessional certificate from the Professional Standard Commission (PSC). Principals make recommendations to the superintendent, and the superintendent then makes the recommendation to the school board to hire the applicant.**

**All paraprofessionals paid with Title I and Title II funds, as well as other federal funds must be highly qualified. No paraprofessionals are hired without being 100% highly qualified.**

**Paraprofessionals must perform their work under the direct supervision (close and frequent proximity) of a highly qualified teacher.**