

Highly Qualified (H.Q.) Guidelines



All General Education and Special Education Paraeducators/Paraeducator subs that work in a classroom, an instructional setting, or provide support to students with special needs on a bus, are expected to meet the requirements for Highly Qualified.

A Paraeducator needs to demonstrate a Highly Qualified status via **one** of the following:

1. At least 2 years of college credits through an accredited institution of higher education. Provide your **college transcripts** with 60 semester credits completed with 2.0 overall grade point average or higher.
 - a. An associate's or higher degree qualifies as Highly Qualified. An AA degree in another country does meet Highly Qualified guidelines.
 - b. Scan and attach a copy of your transcripts or degree to your online application at District 742 website: www.isd742.org. If you don't have access to a scanner, you may fax your document to the school district at (320) 370-8093, or email sandra.hackenmueller@isd742.org and we will attach it.
2. Obtain a passing score on the **Paraeducator Test** demonstrating the knowledge and ability to assist with instruction in reading/language arts, writing, mathematics or readiness for each.
 - a. The Paraeducator offers training in preparation for the assessment. There are 13 training modules to complete along with 2 practice assessments. You will be sent a link to activate your account with The Master Teacher.
 - b. The Paraeducator test involves a 2-part exam. It will consist of 90 multiple-choice questions and you are allowed up to 4 hours to take this test (on average it takes a person 1.5-2 hours to complete). The passing scores are 65% for the Instructional Support test and 70% for the Knowledge and Application test.
 - c. The Paraeducator test is proctored at Quarryview Education Center, 800 Seventh Street South, Waite Park, MN 56387.
 - d. Accommodations are available with documented disability.

To register for the test, call Leah Neff at (320) 370-8081 or email her at leah.neff@isd742.org. The cost of \$85 is covered by ISD742 for the 2024-25 school year. Please have your login information along with a Photo ID with you on your arranged test date.

After taking the test, you will be notified by the proctor of your results. Your test certificate will be emailed directly to the Special Education office at District 742. We will make a copy and attach it to your application. If you have questions about becoming Highly Qualified, please call Leah Neff, at the Special Education office (320) 370-8081, or email: leah.neff@isd742.org