

Iowa Department of Education

STAFF ASSIGNMENTS

Note: The Staff Assignments form must be completed in order for the Title I application to be approved.

For technical assistance on the staff assignments form, contact the Title I consultant for your particular AEA.

Staff Funded by Combined General Budget and Carryover

Indicate Title I Staff, Only, for All Entries

This form should reflect the amount of staff funded from the combined current allocation and carryover allocation for all budgets.

	REGULAR TERM STAFF				SUMMER TERM STAFF	LOCAL NEGLECTED
	PUBLIC		PRIVATE			
	WHOLE NUMBER	FTE	WHOLE NUMBER	FTE		
CERTIFIED TEACHERS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
PARAPROFESSIONALS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SUPPORTIVE	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The purpose of the first section of this form is to report staff that are supported with the district's Title I funds. On the first section, report Title I staff paid from the Title I general budget or general carryover budget, as applicable. Data entered in this section should reflect only staff supported with Title I funds of both targeted assistance and schoolwide programs. **Do not report staff supported with other funding sources.**

Enter a whole number into the "whole number" field. The whole number refers to the number of staff that are supported with Title I funds. This should reflect staff of the regular school year **only**. The program will accept only whole numbers for this field. If there are salaries reflected on the general or carryover budgets, a whole number must be entered into this field.

Enter a number into the "FTE" field. FTE (Fulltime Equivalency) refers to the percentage of time that staff are funded with Title I funds. The number entered into this field must reflect the percentage of time that staff reflected in the "whole number field" are funded with Title I funds. This should reflect staff of the regular school year **only**. The program will accept whole number and numbers with decimals (e.g., 2.5) in this field.

✔ **TIP:** If there is a number entered in the "whole number" field, a number must be entered into the "FTE" field.

Note: IF CARRYOVER FUNDS ARE USED FOR PARTIAL SALARIES, it will be necessary to prorate the FTE on both the General and Carryover Budgets. For example: assume that you have \$5,000 available in carryover funds. The carryover funds represent 20 percent of the salary, so you should report one (1) teacher at .8 FTE on the General Budget form and one teacher with a FTE of .2 on the Carryover Budget form.

If the district will provide Title I summer school, the number of staff employed to implement these services must be entered on this screen under "Summer School". If the district has a neglected program, the number of staff employed to implement these services must be entered on this screen under "Local Neglected."

The terms certified, paraprofessional (educational associates), and supportive personnel are defined as follows:

1. **Certified** - These are the teachers who have been employed to perform the teaching activities described in this application. Teachers with responsibility for any remedial reading instruction must have a reading endorsement. Any questions regarding a reading endorsement must be directed to the DE Board of Educational Examiners. **Note:** Title I math teachers need no additional endorsement.
2. **Paraprofessional (Educational Associates)** – For the purposes of Title I, Part A, a paraprofessional is an employee who provides instructional support in a program supported with Title I, Part A funds. Instructional support includes individuals who (1) provide one-on-one tutoring for eligible students 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) provide instructional assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional support services under the direct supervision of a teacher. **Note:** Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance, and similar positions are not considered paraprofessionals under Title I.
3. **Supportive** - This term refers to both certified and non-certified staff that will be employed to assist and support the activities described in this application. The project must be of sufficient size and scope to merit supportive staff. Please contact your Title I consultant about using Title I funds for this purpose.

Note: In addition to the above-mentioned positions, it may be necessary to use Title I funds to employ on an hourly basis bus drivers, food service employees and additional custodial help. Do not include such personnel of this type in this section. However, such personnel should be identified and included in the Title I General Budget.

TITLE I Paraprofessionals

TITLE I FUNDED BUILDINGS TOTAL NUMBER

SCHOOL WIDE

Total number of all paraprofessionals, regardless of funding stream, providing instructional services in Title I schoolwide buildings

TARGETED ASSISTANCE

Total number of Title I funded paraprofessionals providing instructional services in Title I targeted assistance buildings

Total Paraprofessionals

EDUCATIONAL LEVEL

Please enter the number of paraprofessionals broken out by level. The sum of the 'Educational Level' numbers should equal the sum of the two 'Funded Buildings' totals above.

NUMBER BY EDUCATIONAL LEVEL

Community College Associate Degree

Voluntary Paraeducator Certification

Two or more years of college

District determined assessment

Total By Educational Level

2014-2015 District not Updated

Comments (0) Save Finish Close

The purpose of the last two sections of this screen is to document the highly qualified status of paraprofessionals in a targeted assistance program or a schoolwide program. **All Title I funded** paraprofessionals operating in an instructional capacity within a targeted assistance building must be highly qualified. All Title I funded paraprofessionals operating in an instructional capacity within a schoolwide building, regardless of the funding source supporting salaries, must be highly qualified. Paraprofessionals in schoolwide buildings must be highly qualified on day one of employment in the schoolwide program.

- A highly qualified paraprofessional is one who meets one of the following:
- (1) completed 2 years of study at an institution of higher education; or
 - (2) obtained an associate's (or higher) degree; or

- (3) met a rigorous standard of quality and been able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness); or
- (4) obtains the paraeducator certificate offered through the Board of Educational Examiners.

For more information on qualified paraprofessionals, please refer to the Title I Paraprofessionals Guidance on the Iowa Department of Education web site at <https://www.educateiowa.gov/pk-12/learner-supports/paraed>.

The tables above should be completed to show the number of paraprofessionals entered as Title I funded staff. Enter the number of paraprofessionals in schoolwide and/or targeted assistance buildings and the educational level of each.

✔ **TIP: The total number of paraprofessionals shown above should match the total number reported in the following table.**

For a schoolwide program: Enter the total number of paraprofessionals in an instructional capacity regardless of funding source.

For a targeted assistance program: Enter the number of Title I funded paraprofessionals in an instructional capacity funded with Title I funds **only**. Record **each** paraprofessional **only once**. If paraprofessionals are only used for summer school, please remember to complete this section for the summer school staff as applicable. **Note:** Do not include in this section any staff classified as “Certified” or “Supportive.”

All Title I funded instructional paraprofessionals in targeted assistance buildings and all instructional paraprofessionals regardless of funding source in Title I schoolwide buildings must be highly qualified on day one of employment or day one of a new schoolwide program. There are **no** exceptions. New schoolwide buildings must have highly qualified paraprofessionals from the beginning of the schoolwide program service delivery model. There are no extensions of the highly qualified requirement; a paraprofessional must be highly qualified upon employment.

All Title I paraprofessionals must have a secondary school diploma or its recognized equivalent. This includes paraprofessionals who serve as translators or who conduct parental involvement activities.

Once data is entered, click the **Finish** button to save data and perform edit validations. If no error messages are received, see the next paragraph to determine the need for the following staff certification documents or you may proceed to the next form in your Title I application process.

✔ **TIP: Do NOT double-click the Finish button.**

A requirement from the U.S. General Accounting Office requires time sheets or work logs to be maintained for ALL staff paid from federal sources. Local education agencies with Title I staff funded from a single federal funding source, may use a certification form similar to the sample following. LEAs must document split funded or partial funded Title I positions on time sheets or work logs similar to the following sample. Please note that this documentation represents a semi-annual certification of time and effort rather than just hours on paper; and should be signed after the fact, to authenticate the certification process. If you have questions regarding the use of these forms, please contact the auditor for your district.

Click Within District Targeting of Funds form to be completed next.

NCLB Paraprofessional Requirements for Iowa Schools
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1. Definition of paraprofessional:

For the purposes of Title I, Part A, a paraprofessional is an employee who provides instructional support in a program supported with Title I, Part A funds.

This includes paraprofessionals who (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) provide instructional assistance in a computer laboratory, (4) conduct parental involvement activities, (5) provide support in a library or media center, (6) act as a translator, or (7) provide instructional support services under the direct supervision of a teacher [Title I, section 1119(g)(2)].

Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance, and similar positions are not considered paraprofessionals under Title I.

2. Requirements:

Title I paraprofessionals whose duties include instructional support must have (1) completed two years of study at an institution of higher education; or (2) obtained an associate's (or higher) degree; or (3) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness); or (4) obtain a voluntary certification course offered through the Board of Educational Examiners.

Title I paraprofessionals must have met these requirements by the end of the 2005-2006 school year.

All Title I paraprofessionals must have a secondary school diploma or its recognized equivalent. This includes paraprofessionals who serve as translators or who conduct parental involvement activities.

3. Paraprofessional Assessment:

- LEAs should carefully choose an assessment that will measure the knowledge of and ability to assist in instructing reading, writing and mathematics (or as appropriate, reading readiness, writing readiness, and mathematics readiness). The criterion established for approval as a paraprofessional under No Child Left Behind Act must be rigorous and defensible. Examples of measures available to LEAs include Work Keys (which has been normed for paraprofessionals), Parapro Assessment from ETS, and COMPASS from ACT. Many Iowa LEAs have established a COMPASS score cut-off at 150. The score of 150 was obtained by determining that a Reading score of 57, a Writing score of 50 and a Math score of 43 were appropriate sub scores for passing the COMPASS. **The assessment chosen must ensure that more than just basic skills are being assessed.**

4. Recommendation:

- All LEAs should encourage their paraprofessionals, even those who have already been approved using an assessment, to go through the voluntary certification course offered through the Board of Educational Examiners. For information regarding this certification course, contact the Iowa Board of Educational Examiners at 515/281-3245. Federal funds, including Title I funds, can be used to assist paraprofessionals complete this coursework.

- ▶ No good faith extensions. All paraprofessionals must be qualified at the time of employment.

Useful resource: "Paraprofessional Requirements for Iowa Schools" at educateiowa.gov/index.php?option=com_content&task=view&id=773&Itemid=1297.

Paraprofessional Requirements No Child Left Behind Act (NCLB)

Are Title I funds (Part A) used in this school building?

YES

Is the Title I program a Targeted Assistance Program or a Schoolwide Program?

Refer to Chart A and Chart B.

NO

No further action is required. If the LEA does not receive Title I funds, the requirements do not apply. Similarly, if the LEA receives Title I funds, but a school does not receive Title I funds, the requirements do not apply to paraprofessionals working in that school.

Chart A

Targeted Assistance Program (TAP)

Are the paraprofessionals funded by Title I dollars?

YES

The paraprofessional(s) must meet NCLB certification requirements.

NO

No further action is required.

Chart B

Schoolwide Program (SWP)

NCLB paraprofessional requirements apply to all paraprofessionals that provide instructional support duties in a schoolwide program without regard to the source of funding that supports the position.

***Certification for Employee Funded from Federal Funding Source
XYZ Community School District***

I am an employee of the XYZ Community School District. During the 2011-2012 school year, I am aware of my position and funding as shown below.

I understand that if my "Status" is listed below as "Single" which indicates all of the funding for my position is through one federal funding source, I am required to sign this certification at the end of each semester.

I understand that if my "Status" is listed below as "Multiple" which indicates I am funded through more than one federal funding source, I am required to submit an activity sheet for split funded employee's each pay period throughout the year.

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
		0405	In Cls Reading	1.0	Title I	Single

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
		0409	In Cls Reading	.50	Drop Out Prevention	Multiple
		0409	In Cls Reading	.50	Title I	Multiple

The duties I performed during the first semester were exclusively related to the funds listed above.

Employee Signature

Date

Supervisor Signature

Supervisor Title

Date

The duties I performed during the second semester were exclusively related to the funds listed above.

Employee Signature

Date

Supervisor Signature

Supervisor Title

Date

This form will be retained in the principal/supervisor's office for 3 years.

**Activity Sheet for Split Federally Funded Staff
XYZ Community School District**

I am an employee of the XYZ Community School District. During the 2011-2012 School Year, I am aware of my positions and funding as shown below. I understand that because I am funded through more than one funding source I need to turn in the following activity sheet for every pay period.

Pay Period Dates: _____

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
00			IN CLS READING	0.50	DROP OUT PREVENTION	Multiple

Week 1

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

Week 2

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

<i>ID</i>	<i>Name</i>	<i>Bldg</i>	<i>Position</i>	<i>FTE</i>	<i>Funding</i>	<i>Status</i>
00			IN CLS READING	0.50	TITLE I	Multiple

Week 1

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

Week 2

DATE	SAT	SUN	MON	TUE	WED	THR	FRI
# of hours							

Employee Name

Employee Signature

Date

Principal/Supervisor Signature

Date

Absence Codes

- B** – Bereavement
- EM** – Emergency
- F** – Funeral
- H** – Holiday
- I** – Personal Illness
- J** – Jury Duty
- O** – Other
- PB** – Personal Business

Time Expectations for 7.75 hour day

- 1.0** – 7.75 hours
- 0.9** – 7 hours
- 0.8** – 6 hours, 10 minutes
- 0.7** – 5 hours, 30 minutes
- 0.6** – 4 hours, 40 minutes
- 0.5** – 3 hours, 52 minutes
- 0.4** – 3 hours, 05 minutes
- 0.3** – 2 hours, 15 minutes
- 0.2** – 1 hour, 35 minutes
- 0.1** – 45 minutes

Time Expectations for 7.50 hour day

- 1.0** – 7.5 hours
- 0.9** – 6 hours, 45 minutes
- 0.8** – 6 hours
- 0.7** – 5 hours, 15 minutes
- 0.6** – 4 hours, 30 minutes
- 0.5** – 3 hours, 45 minutes
- 0.4** – 3 hours
- 0.3** – 2 hours, 15 minutes
- 0.2** – 1 hour, 30 minutes
- 0.1** – 45 minutes

This form will be retained in the principal/supervisor's office for 3 years.