

STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Non-instructional Personnel Preparing for the ParaPro Assessment Test

IDENTIFIER: 8506011

MAXIMUM POINTS: 20

DESCRIPTION:

This professional development was linked to the standards of Reading, Language Arts, and Mathematics. These basic skills are used daily in the educational arena as non-instructional support staff are asked to perform many tasks. Non-instructional support personnel must be highly qualified in these areas in order to properly assist students in their learning experiences. These participants must show competencies that are linked to the standards of Reading, Language Arts, and Mathematics.

GENERAL OBJECTIVE:

To improve knowledge, skills, and techniques applicable to highly qualified non-instructional personnel.

SPECIFIC OBJECTIVES:

Within the duration of the component, participants will:

1. demonstrate proficiency in Reading, Mathematics, and Language skills on the Test of Adult Basic Education (TABE) initial placement test.
2. demonstrate knowledge of basic skills and participate in study group models.
3. apply knowledge of skills learned in instructional models to the classroom learning environment
4. identify and carry out the roles and responsibilities of a highly qualified non-instructional support staff member in a Title I school as evidenced by documentation of a passing score of 464 on the ParaPro Assessment Test.

DELIVERY PROCEDURES:

Participants will attend ParaPro Prep classes concerning the following:

1. Overview of the ParaPro Assessment Test
2. Effective test taking strategies
3. Reduction of test anxiety
4. Introduction and review of reading skills and knowledge
5. Application of reading skills and knowledge to classroom instruction
6. Introduction and review of mathematics skills and knowledge
7. Application of mathematics skills and knowledge to classroom instruction
8. Introduction and review of language skills and knowledge
9. Application of language skills and knowledge to classroom instruction

FOLLOW-UP PROCEDURES:

Participants will take the ParaPro Assessment Test upon completion of the ParaPro Review Classes. The ParaPro Assessment Test data results will be sent to the PBC School District. Instructors will analyze individual results, and confer and discuss strategies that will improve the participant's test taking skills.

The participants must achieve a passing score of 464 to pass the ParaPro Assessment Test. This outcome will deem the participants as highly qualified by the state of Florida and comply with No Child Left Behind standards. The participants will be employable as highly qualified paraprofessionals in Title I schools.

EVALUATION:

Participants will be evaluated by formal & informal teacher assessments in the classroom. The final evaluation will require a passing score (464) on the ParaPro Assessment Test.

COMPONENT EVALUATION:

Participants will complete a KWLA chart. Participants will document how their test preparation has impacted their job performance and how they applied this knowledge as they assist in classroom instruction.