



# Little Cypress-Mauriceville CISD

**Dr. Jim Armstrong**

*Director of Student and Personnel Services*

Dear Paraprofessional Candidate,

Included in this letter is information regarding the Paraprofessional Training provided by LCMCISD.

The No Child Left Behind (NCLB) Act requires that paraprofessionals who have **instructional support duties** in core academic subject areas and who are working in a Title I, Part A program must (1) have a high school diploma or its equivalent **and** (2) meet **one** of the following qualifications in order to be considered Highly Qualified (HQ):

- completed at least 2 years (48 semester hours) of study at an institution of higher education; **or**
- obtained an associate's (or higher) degree; **or**
- met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment-
  - knowledge of, and the ability to assist in instructing reading, writing, and mathematics; or
  - knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

School districts are advised that any Title I, Part A paraprofessional hired after January 8, 2002, must meet these paraprofessional qualifications when hired.

For interested teacher aide applicants who do not hold an associate's degree or who have not completed 48 semester hours of college (LCM requires this training for all paraprofessionals to establish consistency among staff whether or not someone already has HQ status), LCM will hold training entitled "Treasuring Our Paraprofessionals." This training program was purchased by the district from the Region 18 Education Service Center. Those who successfully complete the training will be considered by the LCM school district to have met the paraprofessional requirements for HQ status set forth by NCLB and will receive a certificate of completion. *Participants should know, however, that it is up to each district to determine if it will accept a paraprofessional assessment from another district for the purpose of fulfilling NCLB requirements.* The LCM training consists of:

- Reading Instructional Strategies – 1 day
- Mathematics Instructional Strategies – 1 day
- Writing Instructional Strategies and Diversity Training – 1 day
- 30 hours of logged application of use of the training in the classroom  
(10 hours reading, 10 hours math, 10 hours writing)
- Three written examinations and one essay

To successfully complete the training, participants must:

- be present for all sessions
- pass all written examinations and the essay
- satisfactorily complete their logs

If a test is not passed or if the logs are not considered satisfactory, a participant will have opportunity for review with district training administrators and up to two opportunities to retake the examination and/or revise the logs. Participants from the public must volunteer in a classroom on one of our campuses in order to log their 30 hours of use of the training.

The agenda for this training is as follows:

**Session I – Tuesday, October 4, 2011 – 8:00 AM to 4:00 PM**

Introduction

Mathematics Instructional Strategies

**Session II – Tuesday, October 18, 2011 – 8:00 AM to 4:00 PM**

Mathematics Assessment

Reading Instructional Strategies

**Session III – Tuesday, October 25, 2011 – 8:00 AM to 4:00 PM**

Reading Assessment

Diversity Training and Writing Instructional Strategies

**Session IV – Tuesday, November 1, 2011 – 8:00 AM to 9:00 AM**

Writing Assessment

All training sessions will take place at the LCM Education Center, which is located next to the Special Programs Office at 6579 FM 1130 (across the street from the LCM Administration Building). A light breakfast will be served and participants will be given one hour for lunch.

The cost of the training is \$300 (LCM employees are exempt from payment). This fee will be refundable until 4:00 PM on Wednesday, October 6, 2010. Please fill out the following registration information and return it with payment to the LCM Special Programs Office at 6579 FM 1130 (across the street from the LCM Administration Building) by **Wednesday, September 28, 2011**. Checks or money orders should be made payable to LCM CISD. Please do not send cash payment by mail. Questions about the training should be directed to Jim Armstrong, Director of Student and Personnel Services, 883-2232 ext 2510. I hope to see you at the training.

Sincerely,



Jim Armstrong, Ed.D.

Director of Student and Personnel Services



**LCMCISD Paraprofessional Registration Sheet**

**(To be submitted w/\$300 payment by 10/6/10)**

<b>Name</b>	
<b>Social Security #</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Alternate Phone</b>	
<b>Email address</b>	
<b>Date of High School Graduation or GED</b>	<b>HS</b> _____ <b>GED</b> _____
<b>High school attended</b>	