M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Ms. Karen Byrd, Chairperson**

**Board Members**

**FROM: Phil Sheehy, Director Human Resources**

**DATE: May 23, 2019**

**RE: Para-Educator Job Descriptions**

The Elementary and Secondary Education Act (ESEA) specifies required educational qualifications for all para-educators working in schools that are supported by Title I, Part A funds. These qualifications are beyond the standard requirement that all para-educators have a high school diploma or G.E.D. These additional qualifications are as follows:

* Two years of college credit or
* Associate’s Degree or
* Pass a state or local academic assessment test

Boone County Schools currently has nine (9) Title I funded schools. Years ago, however, the District decided to add the Title I qualifications to all para-educator job descriptions, even though they are only required for these nine (9). Over the years the additional qualifications have become a barrier to filling para-educator positions at non-Title I funded schools.

Therefore, Human Resources recommends that all para-educator job descriptions be modified to show that the above three qualification options apply to Title I schools only.