



## Educational Support Professional WorkKeys Certification Academy

“The State of Kansas has no statewide requirements for employment as a paraeducator or paraprofessional in a school, however state and federal funding for some positions may have requirements.

Paraprofessionals providing instructional support in programs supported with Title I, Part A funds must meet the following requirements:

- Have a high school diploma or a GED certificate **and**
  - Complete 48 hours at an institution of higher education\* **OR**
  - Obtain an associate’s (or higher) degree **OR**
  - Pass a State approved assessment that assesses the ability to assist in instructing reading, writing, and mathematics (or reading, writing, mathematics readiness).
- All schools qualify to receive Title I funds. With district-wide federal programs reorganization, Title I funding streams may change for levels or buildings.
- Staff may be reassigned based on students' needs. Staff must have the required credentials for any building/level where they may be redeployed.

The Kansas State Board of Education approved the following assessments:

- [ParaPro Assessment](#)
- [ParaEducator PD Now!](#)
- [WorkKeys](#) by ACT,

KCKPS has chosen WorkKey for the certification route:

- Passing the three assessments earns the WorkKeys National Career Readiness Certificate. Holding this certificate meets the testing option. NCRC can be validated [online](#) (external link).
  - Workplace Documents (Reading for Information) (Level 4 score to pass)
  - Applied Math (Level 4 score to pass); and
  - Graphic Literacy (Level 3 to pass).

WorkKeys online curriculum suite will be available for certification preparation. Employees will be enrolled and work through the instructional supports at their own pace.

Central Office technology labs will be available on Early Release Wednesdays on the following schedule:

- 1/15/20 – East Wing 3<sup>rd</sup> Floor Conservatory
- 1/22/20 – Central Office, Room 268 Computer Lab
- 1/29/20 – Central Office, Room 268 Computer Lab
- 2/05/20 – Central Office, Room 268 Computer Lab
- 2/12/20 – Central Office, Room 131
- 2/19/20 – Central Office, Room 268 Computer Lab
- 2/26/20 – Central Office, Room 132
- 3/04/20 – Central Office, Room 268 Computer Lab – WorkKeys Assessment Administration
- 3/11/20 – Central Office, Room 132 – WorkKeys Assessment Administration

**The district will cover the cost of the 1<sup>st</sup> exam for those employees who participate in all Wednesday WorkKeys Academy.**

3 individual tests make up the WorkKeys Exam (Workplace Documents, Applied Math, Graphic Literacy).  
○ \$12.00 per component for a total of \$36.00 per individual exam.

District will validate the certification online and employee will receive a certificate to be placed on file.

- Employees who do not pass on the 1<sup>st</sup> assessment administration can retake the entire exam or individual tests **at their own cost**.
- Employees who want to enroll in the curriculum suite and work on their own outside of the Wednesday WorkKeys Academy will pay for the exam **at their own cost**.

Employees are not required to participate in the district support plan and staff members can opt to seek certification on their own through an alternate route.

Regardless of the route chosen, staff members must submit proof of meeting the requirements as noted above prior to May 22, 2020. Failure to update the employee file or obtain the necessary certification will result in a separation of employment as an Instructional Support team member from Kansas City, Kansas Public Schools as of 5:00 p.m. on May 22, 2020.

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I acknowledge I have been made aware of the certification requirements and district support plan for acquiring the required credentials.

- I wish to participate in the Wednesday WorkKeys Academy and understand I am required to participate in all Wednesday preparation sessions in order for the district to cover the cost of my WorkKeys exam.
- I want to enroll in the WorkKeys curriculum suite and work on my own outside of the Wednesday WorkKeys Academy. I understand I am required to cover the cost of my WorkKeys exam.
- I plan to pursue an alternate route for certification and understand I am required to submit proof of meeting the requirements by May 22, 2020, in order to remain employed in an Instructional Support position for the 2020-21 school year.
- I do not plan to pursue certification and understand this will result in a separation of employment as an Instructional Support team member from Kansas City, Kansas Public Schools as of 5:00 p.m. on May 22, 2020.

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Printed Name

Signature

Date