

DEPARTMENT OF EDUCATION  
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

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Minimum Qualification Specifications for the Class:

COMMUNICATION AIDE

**Basic Education Requirements:**

Graduation from high school or equivalent.

In addition, the following minimum education requirements have been established within the parameters described by the Federal Government's No Child Left Behind Act of 2001.

Applicants must meet one of the following requirements:

- 1) 48 semester credits, baccalaureate level courses, from an accredited institution of higher education recognized by the Hawaii Department of Education. The forty-eight (48) credits may be from various program or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, 3 must have been for math and 3 for English courses.
- 2) An Associate in Arts (AA) or Science (AS) degree or higher from an accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level.
- 3) Successful completion of the ParaPro Assessment provided by the Education Testing Service (ETS).

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

**General Experience:** Two (2) years\*\* of work experience which involved providing supportive services to professional personnel directly engaged in the academic, personal, social and/or vocational development of children. The experience must have involved direct interaction with individuals, and at least one (1) year of this experience must have included some involvement in assisting in the learning activities of children (e.g., assisting children in drills and in learning specific skills; observing and reporting on children's difficulties and progress; assisting in reading exercises, etc.).

**Specialized Experience:** One (1) year\*\* of progressively responsible work experience which involved assisting a Speech Pathologist in implementing educational/treatment plans for

individuals with speech and language disorders and/or problems. This experience must have involved providing remedial activities (e.g., reinforcement lessons and repetitive drills) in speech and language correction, under the direct and close supervision of the Speech Pathologist. Further, such experience must have provided the applicant with knowledge of common speech and language problems and disorders; basic goals and objectives of speech and language services; basic child development, as it related to speech and language; basic instruction/remedial techniques used in speech and language correction; and the ability to adapt and devise materials and activities to meet individual needs.

\*\*A school year of approximately 180 "teacher duty" days, or approximately 38 weeks per year, is considered equivalent to one (1) year of required work experience.

**Special Requirement:** Applicants must demonstrate the ability to hear and speak (i.e., articulate and enunciate sounds, words, phrases and sentences clearly) the English language properly, in order to effectively perform the duties and responsibilities of the class.

### **Substitutions Allowed:**

#### **Substitution of Education for Experience:**

1. Successful completion of one (1) year of the Associate in Science program for Teacher Aide at an accredited community college that did not include the completion of practicum involving the provision of instruction-related activities may be substituted for the one (1) year of General Experience that did not involve assisting in the learning activities of children.
2. Successful completion of (1) year of the Associate in Science program in Teacher Aide at an accredited community college which included the completion of practicum involving the provision of instruction-related activities may be substituted for one (1) year of General Experience including the experience which involved assisting in the learning activities of children.
3. Possession of an Associate in Science degree in Teacher Aide from an accredited community college that included successful completion of practicum that involved the provision of instruction-related activities may be substituted for all the General Experience.
4. Possession of a bachelor's degree in education or its equivalent from an accredited college or university may be substituted for all of the General Experience.
5. Possession of a bachelor's degree in speech pathology and audiology from an accredited college or university may be substituted for all of the required experience.

### **Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope

and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

**License Required:**

Applicants will be required to possess a valid license to drive in the State of Hawaii.

**Special Skills:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Special Skills Requirement may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Programs requesting Special Skills Requirement must show the connection between the kind of training and/or experience on which they wish to base special skills required and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class Communication AIDE which were approved on April 17, 2013.

DATE APPROVED: 6/06/2013



Corey A. Moriyama  
Assistant Superintendent  
Office of Human Resources

EFFECTIVE DATE: 6/06/2013