

BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL  
DEPARTMENT OF EDUCATION

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Minimum Qualification Specification for the Classes:

EDUCATIONAL ASSISTANT I, II, AND III

Basic Education/Experience Requirements:

Graduation from high school or equivalent.

In addition, the following minimum education requirements 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 Requirement:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described below and in the amount shown in the table below:

Class Title	General Experience (years)*	Specialized Experience (years)*
Educational Assistant I	0	0
Educational Assistant II	1	0
Educational Assistant III	1	1

**General Experience:** Experience which involved direct interaction with people and which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials, maintain records, and write descriptions, consisting of a few sentences, of occurrences or observations. There must also be a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

**Specialized Experience:** Work experience involving direct contact with students and which included student management (in directing activities, ensuring order, etc.). The experience must have provided familiarity with common academic, social, behavioral, and developmental problems of students, and the opportunity to observe the resolution of these problems by professional staff, or participate in problem resolution under direction of professional staff. The experience must also have involved using a variety of instructional materials, techniques, and equipment, and performance of specific instructional, counseling, or guidance tasks and testing routines.

This type of work experience is generally gained in an educational setting by positions providing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

- \* One (1) year of General or Specialized Experience is defined as a school year approximately 180 "teacher duty" days or approximately 38 weeks per year.

### **Substitutions Allowed:**

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

1. Possession of a Certificate of Completion in Child Services or related program from an accredited community college may be substituted for one-half (1/2) year of General Experience.
2. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.

3. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of experience.
4. Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General and all of the Specialized Experience requirements.
5. Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four (4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.
6. Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.
7. Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

**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.

**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 that 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 specification for the series, Educational Assistant I, II, III which were approved on August 24, 2012.

DATE APPROVED: 6/06/2013

EFFECTIVE DATE: 6/06/2013

  
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