

DEPARTMENT OF EDUCATION
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

Minimum Qualification Specifications for the Classes:

TEACHING ASSISTANT I and II

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 Requirement:

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

Class Title	General Experience (years)*	Specialized Experience (years)*	Technical Experience (years)*
Teaching Assistant I	1	2	0
Teaching Assistant II	1	2	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 and 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 which involved direct contact with students to foster their academic, personal, social, and/or vocational development. The experience must have demonstrated knowledge and application of instructional, testing, and monitoring methods and techniques in order to assist students in learning specific skills and keep records of students' progress and difficulties.

One year of this specialized experience must have been at least comparable** to that of the class, Educational Assistant III in the State service.

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

Technical Experience: Progressively responsible work experience comparable** to that of the class, Teaching Assistant I in the State service. This experience must have included assisting in the education of students by planning an instructional segment covering several sequential activities including the methods to be used in developing students' skills and knowledge; assessing students' progress; and modifying learning activities and methods as necessary.

- * A year of general, specialized or technical experience is defined as a school year of approximately 180 "teacher duty" days or approximately 38 weeks per year.

In addition to the Specialized and/or Technical Experience required, applicants must possess knowledge of the relevant subject area in which the vacancy exists, and the activities, methods, techniques, and materials used for instruction in this area. This knowledge may have been gained through education and/or experience and concurrently or separately from the required experience.

- ** "Comparable" work is work of equivalent difficulty and responsibility that provided the essential knowledge, skills, and abilities found in the referenced class.

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. However, if the course work is substituted for the Specialized Experience, applicants must still be able to show that course work taken, or a combination of coursework and work experience, provides knowledge of the subject area in which vacancies exist.
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 one (1) year of the Specialized Experience requirements. However, applicants must still be able to show that coursework taken, or a combination of coursework and work experience, provides knowledge of the subject area in which vacancies exist.
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, Specialized, and Technical Experience requirements. However,

applicants must still be able to show that coursework taken, or a combination of coursework and work experience provides knowledge of the subject area in which vacancies exist.

- 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, Specialized, and Technical Experience requirements. However, applicants must still be able to show that coursework taken, or a combination of coursework and work experience, provides knowledge of the subject are in which vacancies exist.

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. In 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.

This is an amendment to the minimum qualification specifications for the classes Teaching Assistant I and II which were approved on April 17, 2013.

DATE APPROVED: 6/06/2013

EFFECTIVE DATE: 6/06/2013


Corey A. Moriyama
Assistant Superintendent
Office of Human Resources