



PARAPROFESSIONAL TESTING PROCEDURE (CLS-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for administering the ParaProfessional Test for Educational Assistant positions.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Classified Representative for Applications & Transfers

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Classified Employment (or HR Designee)

4.0 DEFINITIONS:

- 4.1 Human Resources: HR
- 4.2 ParaProfessional Testing (ParaPro): An assessment used to evaluate Highly Qualify Educational Assistants.
- 4.3 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Employees & external applicants contact the Classified Representative for Applications & Transfers for instructions to schedule ParaPro Test.
 - 5.1.1 Material can be found online at www.ets.org/parapro, under prepare for the test.
- 5.2 Classified Representative for Applications & Transfers informs employee/applicant as to the:
 - 5.2.1 Nature of the test,
 - 5.2.2 Time allotted for the test,
 - 5.2.3 Need of valid identification,
 - 5.2.4 Required fee.
- 5.3 Classified Representative for Applications & Transfers will send out appointment reminders at least 24 hours prior to testing.
 - 5.3.1 Due to the volume of testers and limited seating, you are required to confirm your seat. If you do not confirm your seat, you risk losing it.



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5.4 On test day Classified Representative for Applications & Transfers explains instructions for the test, answers questions, and administers test.

5.4.1 Employee/applicant will pay for the assessment online (by card) before they begin.

5.5 Cancellations: If you need to cancel your appointment, please provide 24 hours' notice. If you need to cancel within 24 hours due to unexpected emergency, please communicate with the Classified Representative for Applications & Transfers about rescheduling.

5.6 No Show Policy: Due to the volume of testers and limited seating, if you no-call, no-show on your scheduled test date, there is a **30-day wait** period before you will be allowed to reschedule.

5.7 Upon completion of test, Classified Representative for Applications & Transfers gives employee/applicant their score and uploads scoresheet to external applicant profile or employee file in DocuPhase.

5.7.1 Pass: 456 or higher

5.7.2 If you fail the assessment, there is a 28-day wait period, not including the original test date, before you can re-test. This is an ETS Parapro Guideline.

5.8 Official results of test are mailed to employee/applicant in approximately 2 weeks.

6.0 ASSOCIATED DOCUMENTS:

6.1 Test Documents

6.2 Every Student Succeeds Act (ESSA)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Test Documents	Personnel file	Indefinitely	Permanent	Secured Office/Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/26/05		Initial Release
3/09/07	A	Update to MUNIS, revise flowchart
10/23/12	B	Updated logo, added form CLS-F041
9/26/14	C	Grammatical changes; updated information in 5.3.3, updated logo and flowchart



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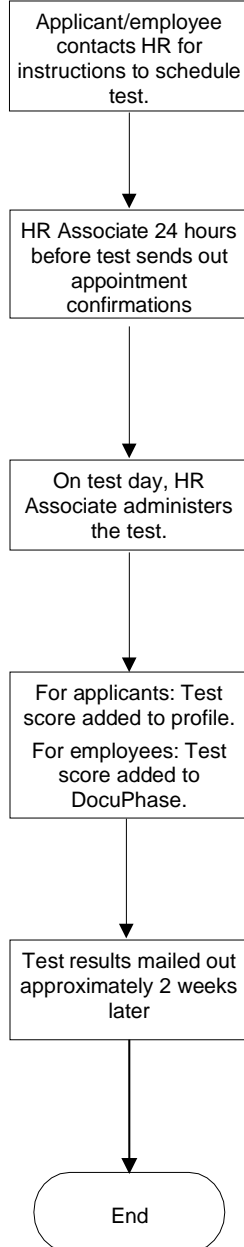
10/5/16	D	Approval authority: replaced HRD with CHRO.
9/15/17	E	3.1: Removed CHRO and added Classified Employment and Substitute Coordinator or HR Designee
8/17/18	F	5.1.1 added. 5.3, added "employee", removed "during the meeting". 5.3.5.1 removed. 5.4.1 added. 5.5, added "applicant" and "applicant profile". 5.5.1, removed "and CMCSS". 5.5.2 removed.
10/28/19	G	Updated 5.4, 5.5, 5.6, 5.7 and 5.8.
9/2/20	H	Updates made to 5.8.2
9/14/21	I	Changed Classified Employment Representative to HR Associate throughout. Updated 5.4 to specify that appointment confirmations will be sent at least 24 hours before testing.
6/14/22	J	Removed references to study guide materials throughout the document and refers users to the website.
6/23/23	K	Updated job titles and associated documents.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****