

## **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 to Educational Assistants.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Human Resources Associate

### **3.0 APPROVAL AUTHORITY:**

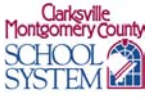
- 3.1 Human Resources Director

### **4.0 DEFINITIONS:**

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

### **5.0 PROCEDURE:**

- 5.1 Employee contacts the appropriate HR Associate for instructions to obtain study guide and schedule ParaPro Test.
- 5.2 HR Associate meets with employee and records employee's name, status, contact number, signature, study guide number, checkout date and exam date scheduled by HR Associate on form.
- 5.3 HR Associate informs applicant during the meeting as to the:
  - 5.3.1 Nature of the test,
  - 5.3.2 Time allotted for the test,
  - 5.3.3 Returning of the study guide,
  - 5.3.4 Need of valid identification, and
  - 5.3.5 Required fee.
    - 5.3.5.1 First test is free.
    - 5.3.5.2 Cost of test is collected from employee if test is not passed on second attempt.
- 5.4 On test day HR Associate records employee's return of study guide, explains instructions for the test, answers questions and administers test.
- 5.5 Upon completion of test, HR Associate gives employee their score and records score on MUNIS master file.



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5.5.1 Official results of test are mailed to employee and CMCSS in approximately 2 weeks.

5.5.2 CMCSS copy is filed in employee personnel file.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Test Documents

6.2 NCLB

### **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

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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

