Identifying Your Professional Position

Name: 
Date: 

Use the following suggestions to more clearly identify your current position.

SENIORITY, EXPERIENCE, AND PRIOR TRAINING
• How will seniority and/or experience be considered for job placement?

• How will previous training and experience be recognized in meeting standards and competencies?

JOB DESCRIPTION
• What are entry-level requirements?

• Can courses be taken outside one’s job description?

• Will taking courses change one’s job description?

• Do job descriptions accurately reflect skills, knowledge, roles, and responsibilities for a paraprofessional?

• Is the evaluation assessment process related to the job description? If so, how?

• Does the job description include suggestions or recommendations for the individual’s ongoing professional development?

SALARY
• How will credentials and training be recognized on the salary schedule?

• How will levels of advancement be addressed on the salary schedule?

REIMBURSEMENT
What will be the criteria for reimbursement?
PROFESSIONAL DEVELOPMENT HOURS, TRAINING PROGRAM CERTIFICATES, DEGREE ATTAINMENT, CEUS, ETC.
How will compensation be disbursed? Hourly salary increase, yearly stipend, step-salary schedule, other?

RELEASE TIME
• Will professional development time exist during the school year?

• Will release time be granted for internal and external programs?

• Will the paraprofessional receive his or her regular work pay while attending programs?

• Will the local school district provide substitute coverage?

TIME
• Will there be on-the-job training time?

• How will time be built into the daily schedule for paraprofessional/teacher planning?

• How will time before and after regularly scheduled work be compensated?

OTHER QUESTIONS