

Minnesota Instructional Paraprofessional

Core Competency Inventory

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Core Competency Inventory

This inventory is an initial planning guide for paraprofessionals. If completed, it will provide an overview of competency preparedness that can be used by paraprofessionals and districts as a general guide from which to plan professional development. In addition to personal self-assessment, this inventory offers a means by which the paraprofessional's supervisor can be involved in this process. The supervisor is an important source of insights regarding levels of preparedness and professional development planning.

Paraprofessional Instructions

This inventory is designed to assist you in assessing your level of preparedness for the tasks related to each core competency. Complete this form by thinking about your own level of preparedness for the tasks related to each competency. Then, using the three-point scale, rate your level of preparedness by circling the number that best represents your level of preparedness for tasks related to the competency. In the space following each competency, describe training and experience you have had that has contributed to your preparedness for the tasks related to the competency.

Instructional Supervisor Instructions

As the paraprofessional is asked to assess his or her level of preparedness regarding tasks related to each competency, instructional supervisors (teachers who direct the paraprofessional's day-to-day work) are asked to provide a second opinion using the same three-point scale. However, for cases where an instructional supervisor does not have adequate knowledge to render a meaningful opinion, a fourth option of "do not know" is provided. Complete this form by thinking about the paraprofessional's level of preparedness for the tasks related to each competency. Then, using the four-point scale, rate the paraprofessional's level of preparedness by circling the number that best represents his or her level of preparedness for tasks related to the competency. The instructional supervisor's completion of this form can provide a valuable basis for discussion and professional development planning.

Paraprofessional Rating

- 1 – Unprepared:** you are unprepared to do the tasks related to this competency and you need training in order to begin.
- 2 – Somewhat prepared:** you are doing the tasks related to this competency but need further instruction to be competent.
- 3 – Prepared:** you are adequately prepared and skilled to do the tasks related to this competency.

Supervisor Rating

- 1 – Unprepared:** the paraprofessional is unprepared to do the tasks related to this competency and needs training in order to begin.
- 2 – Somewhat prepared:** the paraprofessional is doing the tasks related to this competency but needs further instruction to be competent.
- 3 – Prepared:** the paraprofessional is adequately prepared and skilled to do the tasks related to this competency.
- 4 – I do not know** the paraprofessional's level of preparedness for this competency.

Competency Area 1.0 Philosophical, Historical, and Legal Foundations of Education

1.1 Sensitivity to the beliefs, traditions, and values across cultures and how these impact the relationships between children, families, and schooling. (1K1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

1.2 Awareness of the human and legal rights and responsibilities of parents and children/youth as they relate to students. (1K2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

1.3 Understanding of the distinctions between roles and responsibilities of professionals, paraprofessionals, and support personnel. (1K3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

1.4 Understanding of the purposes and goals of education and instruction for all students. (1K4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

1.5 Knowledge of relevant laws, rules, regulations, and local district policies and procedures to ensure paraprofessionals work within the parameters. (1K5, 1S1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Competency Area 2.0 Characteristics of Students

2.1 Knowledge of the similarities and differences between cognitive, communicative, physical, social, and emotional needs of students and the factors that influence these different needs. (2K1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

2.2 Awareness of the effects that exceptional conditions have on a student's life, family, school, and community. (2K2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

2.3 Knowledge of and respect for the diverse backgrounds (cultural, linguistic, environmental) of students and how these characteristics affect the student's life and learning. (2K3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

2.4 Understanding of the effects and side-effects of medications commonly prescribed for students. (2K4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

2.5 Awareness of the potential implications of various student characteristics on learning and achievement. (2K5)

Paraprofessional Rating		
1 unprepared	2 somewhat prepared	3 prepared

Supervisor Rating			
1 unprepared	2 somewhat prepared	3 prepared	4 do not know

Training and Experience:

Competency Area 3.0 Assessment, Diagnosis, and Evaluation

3.1 Awareness of the tools used by the district for student assessment, diagnosis, and evaluation. (3K1)

Paraprofessional Rating		
1 unprepared	2 somewhat prepared	3 prepared

Supervisor Rating			
1 unprepared	2 somewhat prepared	3 prepared	4 do not know

Training and Experience:

3.2 Ability to collect and record performance data on students under the direction of a licensed teacher, while respecting student confidentiality and the laws regarding ethical practices of assessment. (3S1, 3S2)

Paraprofessional Rating		
1 unprepared	2 somewhat prepared	3 prepared

Supervisor Rating			
1 unprepared	2 somewhat prepared	3 prepared	4 do not know

Training and Experience:

Competency Area 4.0 Instructional Content and Practice

4.1 Ability to utilize learning styles theory in supporting instructional practices. (4K1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

4.2 Awareness of the challenges and expectations of various learning environments. (4K2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

4.3 Ability to establish and maintain rapport with students. (4S1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

4.4 Ability to draw on knowledge and resources regarding a variety of developmental and age-appropriate instructional methods, techniques, and materials when supporting the instruction of the licensed teacher. (4K3, 4S2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

4.5 Ability to assist in adapting instructional strategies and materials according to the needs of the student, under the direction of a licensed teacher. (4S3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

4.6 Ability to follow oral and written direction of licensed teachers, seeking clarification as needed. (4S4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Competency Area 5.0 Supporting the Teaching and Learning Environment

5.1 Ability to assist and reinforce elements that support a safe, healthy, and effective teaching and learning environment. (5K1, 5S1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

5.2 Awareness of the ways in which technology can assist teaching and learning. (5K2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

5.3 Understanding of strategies for assisting with the inclusion of students in various settings. (5K3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

5.4 Ability to use strategies that promote the student's independence. (5S3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

5.5 Awareness of how paraprofessionals can impact the overall learning environment for students and staff. (5K4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

5.6 Ability to prepare and organize materials to support teaching and learning, as directed by a licensed teacher. (5S2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Competency Area 6.0 Managing Student Behavior and Social Interaction Skills

6.1 Understanding of applicable laws, rules and regulations, and procedural safeguards regarding the management of student behaviors. (6K1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.2 Understanding of ethical considerations inherent in the management of student behaviors. (6K2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.3 Understanding of the district-building behavior management plans for students. (6K7)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.4 Awareness of the primary factors that influence student behavior. (6K3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.5 Ability to effectively employ a variety of strategies that reinforce positive behavior. (6K6, 6S1, 6S2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.6 Ability to collect objective and accurate information on student behavior to be provided to licensed professionals, as appropriate and directed by a licensed teacher. (6S3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.7 Awareness of the social skills needed for current and future environments. (6K4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

6.8 Ability to reinforce the development of student social skills by using appropriate strategies to modify the environment. (6K5, 6S4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Competency Area 7.0 Communication and Collaborative Partnerships

7.1 Ability to participate as a member of the educational team when requested to attend conferences with families or primary caregivers, with an understanding of some of the concerns of parents. (7K1, 7S5)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

7.2 Ability to use ethical practices for confidential communication about students. (7S1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

7.3 Ability to be sensitive and respectful in communications regarding all children and families – regardless of differences in cultural heritage, lifestyle, values, and home environment. (7S4, 7S7)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

7.4 Awareness of the roles of students, parents, teachers, paraprofessionals, and other school and community personnel in planning an individualized program, when relevant. (7K2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

7.5 Ability to employ constructive communication strategies and approaches in working with and responding to students, their families, and school and community personnel. (7S2, 7S8)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

7.6 Ability to follow teacher instructions while conferring and collaborating with them around student schedules, instructional goals, and performance. (7S3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

7.7 Ability to understand and use appropriate educational terminology regarding students, roles, and instructional activities. (7S6)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Competency Area 8.0 Professionalism and Ethical Practices

8.1 Ability to demonstrate a commitment to assisting students in reaching their highest potential, including the modeling of positive behavior. (8K1, 8S1)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

8.2 Ability to carry out responsibilities in a manner that demonstrates knowledge of, and a positive respect for, the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel. (8S2)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

8.3 Perform duties within the context of written standards and policies of the school, state, or agency where they are employed. (8S7)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

8.4 Perform duties in a manner that demonstrates the ability to separate personal issues from one's employment responsibilities. (8S3)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

8.5 Ability to show respect for the diversity of students. (8S4)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

8.6 Ability to demonstrate proficiency in academic skills (including oral and written communication) while knowing how to self-evaluate one's own knowledge of the content being taught. (8S6)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

8.7 Ability to show a willingness to participate in on-going staff development, self-evaluation, and apply constructive feedback. (8S5)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Competency Area 9.0 Academic Instructional Skills in Math, Reading, and Writing

Math

9.1M Ability to support and reinforce the instruction of students in math following written and oral lesson plans developed by licensed teachers.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.2M Ability to utilize effective developmental, age-appropriate, and culturally sensitive instructional strategies in math that support the instruction of licensed teachers.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.3M Ability to access and effectively use available resources (including technology) for supporting teacher instruction in the subject of math. (Examples: internet resources, instructional manuals, tangibles, colleagues, etc.)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.4M Ability to support a licensed teacher in the gathering and recording of data regarding student performance in the area of math. (Examples: rubric instruments, curriculum-based measurement, etc.)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.5M Knowledge of terminology related to the instruction of math.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.6M Understand how the Minnesota Standards and Testing (including state and local testing) direct the teaching of math in Minnesota.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Reading

9.1R Ability to support and reinforce the instruction of students in reading following written and oral lesson plans developed by licensed teachers.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.2R Ability to utilize effective developmental, age-appropriate, and culturally sensitive instructional strategies in reading that support the instruction of licensed teachers.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.3R Ability to access and effectively use available resources (including technology) for supporting teacher instruction in the subject of reading. (Examples: internet resources, instructional manuals, tangibles, colleagues, etc.)

Paraprofessional Rating		
1 unprepared	2 somewhat prepared	3 prepared

Supervisor Rating			
1 unprepared	2 somewhat prepared	3 prepared	4 do not know

Training and Experience:

9.4R Ability to support a licensed teacher in the gathering and recording of data regarding student performance in the area of reading. (Examples: rubric instruments, curriculum-based measurement, etc.)

Paraprofessional Rating		
1 unprepared	2 somewhat prepared	3 prepared

Supervisor Rating			
1 unprepared	2 somewhat prepared	3 prepared	4 do not know

Training and Experience:

9.5R Knowledge of terminology related to the instruction of reading.

Paraprofessional Rating		
1 unprepared	2 somewhat prepared	3 prepared

Supervisor Rating			
1 unprepared	2 somewhat prepared	3 prepared	4 do not know

Training and Experience:

9.6R Understand how the Minnesota Standards and Testing (including state and local testing) direct the teaching of reading in Minnesota.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

Writing

9.1W Ability to support and reinforce the instruction of students in writing following written and oral lesson plans developed by licensed teachers.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.2W Ability to utilize effective developmental, age-appropriate, and culturally sensitive instructional strategies in writing that support the instruction of licensed teachers.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.3W Ability to access and effectively use available resources (including technology) for supporting teacher instruction in the subject of writing. (Examples: internet resources, instructional manuals, tangibles, colleagues, etc.)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.4W Ability to support a licensed teacher in the gathering and recording of data regarding student performance in the area of writing. (Examples: rubric instruments, curriculum-based measurement, etc.)

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.5W Knowledge of terminology related to the instruction of writing.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:

9.6W Understand how the Minnesota Standards and Testing (including state and local testing) direct the teaching of writing in Minnesota.

Paraprofessional Rating		
1	2	3
unprepared	somewhat prepared	prepared

Supervisor Rating			
1	2	3	4
unprepared	somewhat prepared	prepared	do not know

Training and Experience:
