Paraeducator Standards for Practice:
Competency Assessment Checklist

Pennsylvania Department of Education Bureau of Special Education
Paraeducator Standards for Practice: Competency Assessment Checklist

Paraeducator Name: ___Mary Smith_____

Home Address: __123 Windy Way Dr._____

City: ___Cityname_____ **State:** __PA_____ **Zip Code:** __12345_____

Home Phone: __123-456-7890_____ **Email:** __example@cliu.org_____

College Credits (if any): ____6_____ **Years of Experience:** ___1_____

Last four digits of SS#: ___2468_____ **Job Title:** __Paraeducator_____

Please check one:

☒ Original application date ___**1/1/2020**_____

☐ Revised application date _____

Please check all that apply to your current assignment:

|	
☐ Early Intervention	☐ Middle School
☒ Elementary School	☐ High School
☐ Learning Support	☐ Speech and Language Support
☐ Life Skills Support	☐ Emotional Support
☐ Multiple Disabilities Support	☐ Deaf and Hard of Hearing Impairment Support
☒ Autistic Support	☐ Blind and Visual Impairment Support
☐ Physical Support	☐ Other _____

Supervisor Name: __Mr. John Doe_____

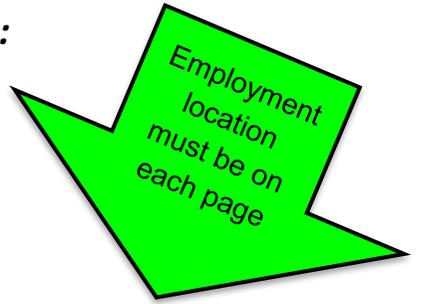**Supervisor Title:** __Supervisor of Special Education_____

School District: __Carbon Lehigh Intermediate Unit #21_____

Employment Address: __4210 Independence Drive_____

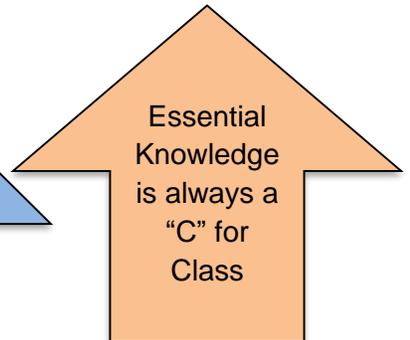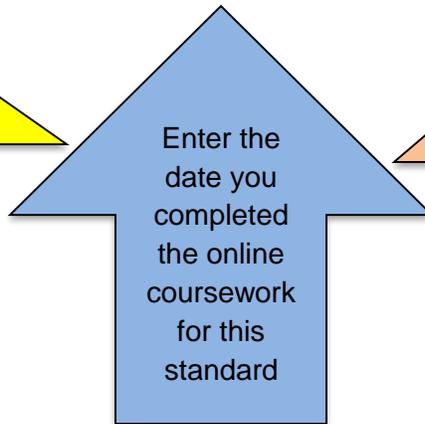**City:** __Schnecksville_____ **State:** __PA_____ **Zip Code:** __18078_____
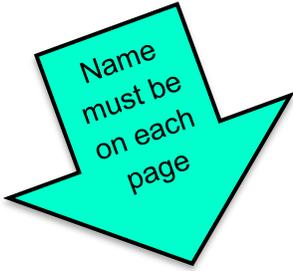
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Standard # 1 – Foundations of Special Education

Name must be on each page

Employment location must be on each page

Employee Name: _____Mary Smith_____ Employment Location: ___Sheckler Elementary (Catasauqua SD)___

1. Foundations of Special Education	Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:			
K1 — Purposes of programs for individuals with exceptional learning needs	E	7/1/2020	C
K2 — Basic educational terminology regarding students, programs, roles, and instructional activities	E	7/1/2020	C

Achievement Level is always "E" for Entry

Enter the date you completed the online coursework for this standard

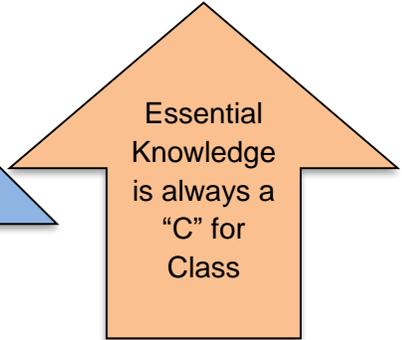Essential Knowledge is always a "C" for Class
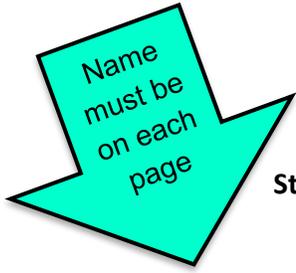
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Standard # 2 – Development and Characteristics of Learners

Employee Name: _____Mary Smith_____ Employment Location: __Sheckler Elementary (Catasauqua SD)__

2. Development & Characteristics of Learners	Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:			
K1	*Effects an exceptional condition(s) can have on an individual's life*	E	7/1/2020	C
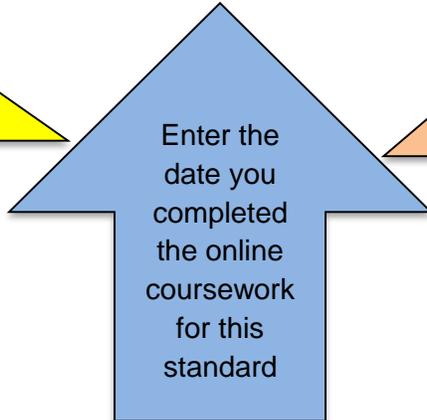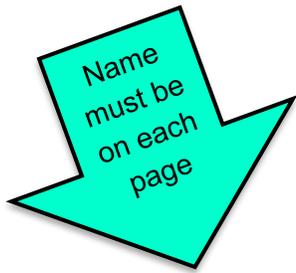
Achievement Level is always "E" for Entry

Enter the date you completed the online coursework for this standard

Essential Knowledge is always a "C" for Class

Name must be on each page

Employment location must be on each page

Employee Name: _____Mary Smith_____   Employment Location: __Sheckler Elementary (Catasauqua SD)__

3. Individual Learning Differences		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
K1	Rights and responsibilities of families and children as they relate to individual learning needs	E	7/1/2020	C
K2	Indicators of abuse and neglect	E	7/1/2020	C
Essential skills:				
S1	Demonstrate sensitivity to the diversity of individuals and families	E	10/4/2020	C, D

Supervisor will observe the behaviors in the Essential sections and write the observation date for each skill

Essential Skills will always be marked "C, D" for class and demonstration
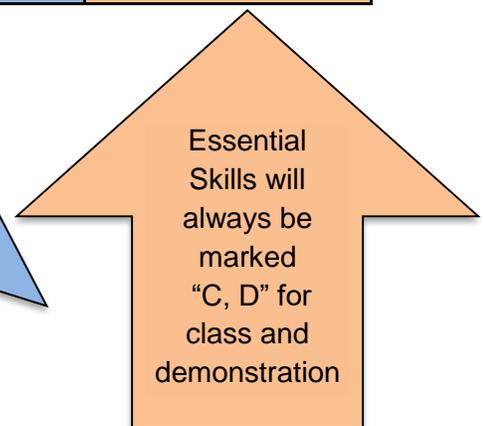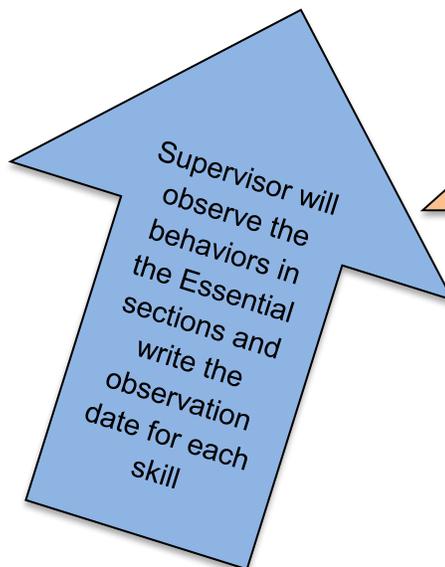
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Standard # 4 – Instructional Strategies

Employee Name: _____Mary Smith_____ Employment Location: ___Sheckler Elementary (Catasauqua SD)___

4. Instructional Strategies		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
K1	Basic instructional and remedial strategies and materials	**E**	**7/1/2020**	**C**
K2	Basic technologies appropriate to individuals with exceptional learning needs	**E**	**7/1/2020**	**C**
K3	How students learn reading	**E**	**7/1/2020**	**C**
K4	How students learn mathematics	**E**	**7/1/2020**	**C**
Essential skills:				
S1	Use strategies, equipment, materials, and technologies, as directed, to accomplish instructional objectives	**E**	**11/7/2020**	**C, D**
S2	Assist in adapting instructional strategies and materials as directed	**E**	**11/7/2020**	**C, D**
S3	Use strategies as directed to facilitate effective integration into various settings	**E**	**11/7/2020**	**C, D**
S4	Use strategies that promote the learner's independence as directed	**E**	**11/7/2020**	**C, D**
S5	Use strategies as directed to increase the individual's independence and confidence	**E**	**11/7/2020**	**C, D**

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Standard # 5 – Learning Environments & Social Interactions

Employee Name: _____Mary Smith_____ Employment Location: ___Sheckler Elementary (Catasauqua SD)__

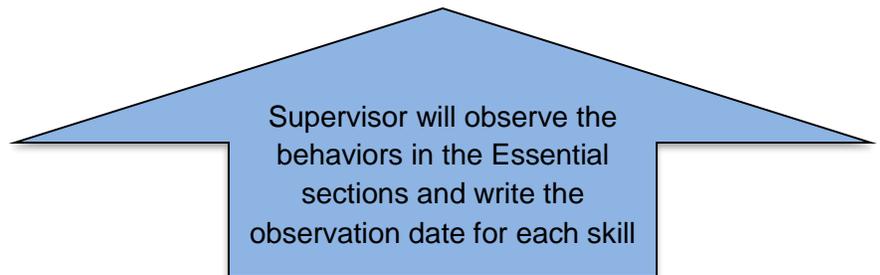| 5. Learning Environments & Social Interactions		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
K1	*Demands of various learning environments*	**E**	**7/1/2020**	**C**
K2	*Rules and procedural safeguards regarding the management of behaviors of individuals with exceptional learning needs*	**E**	**7/1/2020**	**C**
Essential skills:				
S1	*Establish and maintain rapport with learners*	**E**	**12/17/2020**	**C, D**
S2	*Use universal precautions and assist in maintaining a safe, healthy learning environment*	**E**	**12/17/2020**	**C, D**
S3	*Use strategies for behavior management as directed*	**E**	**12/17/2020**	**C, D**
S4	*Use strategies as directed, in a variety of settings, to assist in the development of social skills*	**E**	**12/17/2020**	**C, D**

Supervisor will observe the behaviors in the Essential sections and write the observation date for each skill

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Standard # 6 – Language

Employee Name: _____Mary Smith_____ Employment Location: ___Sheckler Elementary (Catasauqua SD)__

6. Language	Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:			
K1 *Characteristics of appropriate communication with stakeholders*	**E**	**7/1/2020**	**C**

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Standard # 7 – Instructional Planning

Employee Name: _____ Mary Smith _____ Employment Location: ___ Sheckler Elementary (Catasauqua SD) ___

7. Instructional Planning		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
S1	*Follow written plans, seeking clarification as needed*	**E**	**7/1/2020**	**C**
S2	*Prepare and organize materials to support teaching and learning as directed*	**E**	**7/1/2020**	**C**

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Standard # 8 – Assessment

Employee Name: _____Mary Smith_____ Employment Location: __Sheckler Elementary (Catasauqua SD)__

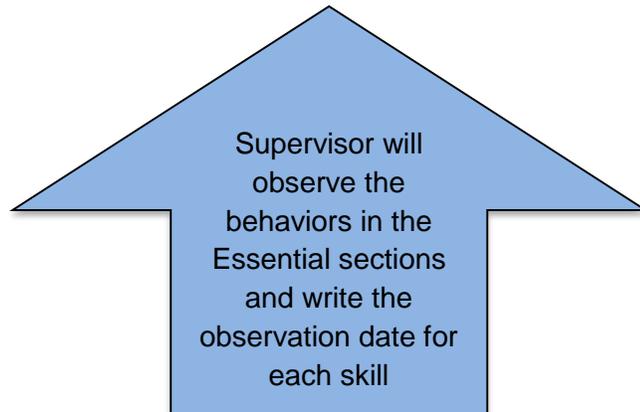| 8. Assessment		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
K1	*Rationale for assessment*	**E**	**7/1/2020**	**C**
K2	*Assessments in reading*	**E**	**7/1/2020**	**C**
K3	*Assessments in mathematics*	**E**	**7/1/2020**	**C**
Essential skills:				
S1	*Demonstrate basic collection techniques as directed*	**E**	**1/9/2021**	**C, D**
S2	*Make and document objective observations as directed*	**E**	**1/9/2021**	**C, D**

Supervisor will observe the behaviors in the Essential sections and write the observation date for each skill

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Standard # 9 – Professional and Ethical Practice

Employee Name: _____Mary Smith_____ Employment Location: ___Sheckler Elementary (Catasauqua SD)___
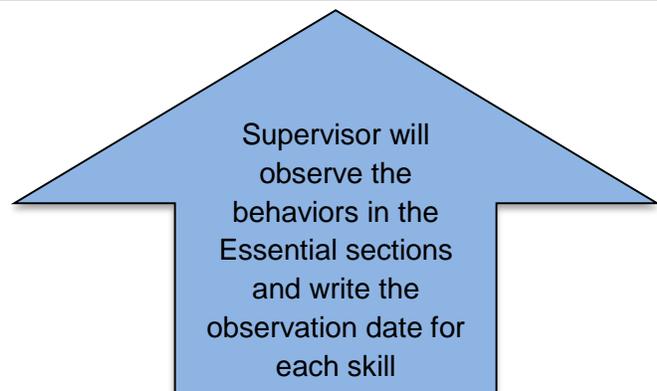
9. Professional and Ethical Practice		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
K1	Ethical practices for confidential communication about individuals with exceptional learning needs	**E**	**9/25/2020**	**C**
K2	Personal, cultural biases and differences that affect one's ability to work with others	**E**	**9/25/2020**	**C**
Essential skills:				
S1	Perform responsibilities as directed in a manner consistent with laws and policies	**E**	**2/11/2021**	**C, D**
S2	Follow instructions of the professional	**E**	**2/11/2021**	**C, D**
S3	Demonstrate problem-solving, flexible thinking, conflict management techniques, and analysis of personal strengths and preferences	**E**	**2/11/2021**	**C, D**
S4	Act as a role model for individuals with exceptional learning needs	**E**	**2/11/2021**	**C, D**
S5	Demonstrate commitment to assisting learners in achieving their highest potential	**E**	**2/11/2021**	**C, D**
S6	Demonstrate the ability to separate personal issues from one's responsibilities as a paraeducator	**E**	**3/19/2021**	**C, D**
S7	Maintain a high level of competence and integrity	**E**	**3/19/2021**	**C, D**
S8	Exercise objective and prudent judgment	**E**	**3/19/2021**	**C, D**
S9	Demonstrate proficiency in academic skills, including oral and written communication	**E**	**3/19/2021**	**C, D**
S10	Engage in activities to increase one's own knowledge and skills	**E**	**3/19/2021**	**C, D**
S11	Engage in self-assessment	**E**	**3/19/2021**	**C, D**
S12	Accept and use constructive feedback	**E**	**3/19/2021**	**C, D**
S13	Demonstrate ethical practices as guided by the CEC Code of Ethics and other standards and policies.	**E**	**3/19/2021**	**C, D**

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Standard # 10 – Collaboration

Employee Name: _____Mary Smith_____   Employment Location: ___Sheckler Elementary (Catasauqua SD)___

| 10. Collaboration		Achievement Level: E = Entry I = Intermediate A = Advanced	Date Competency Achieved:	Verification: C = Class I = Interview D = Demonstration P = Portfolio
Essential knowledge:				
K1	*Common concerns of families of individuals with exceptional learning needs*	E	10/16/2020	C
K2	*Roles of stakeholders in planning an individualized program*	E	10/16/2020	C
Essential skills:				
S1	*Assist in collecting and providing objective, accurate information to professionals*	E	4/18/2021	C, D
S2	*Collaborate with stakeholders as directed*	E	4/18/2021	C, D
S3	*Foster respectful and beneficial relationships*	E	4/18/2021	C, D
S4	*Participate as directed in conferences as members of the educational team*	E	4/18/2021	C, D
S5	*Function in a manner that demonstrates a positive regard for the distinctions between roles and responsibilities of paraeducators and those of professionals*	E	4/18/2021	C, D

Supervisor will observe the behaviors in the Essential sections and write the observation date for each skill

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Assurance Page

By my electronic signature below, I verify I have demonstrated competence in each of the ten standard areas required for the *Credential of Competency for Special Education Paraeducators in Pennsylvania*.

_____
Signature of Paraeducator

MUST USE
BLUE
INK

_____
Date
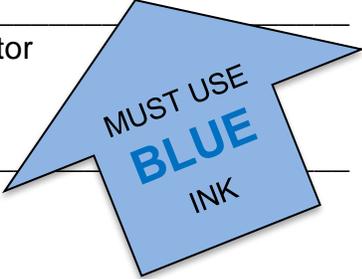
By my electronic signature below, I verify demonstration of the paraeducator's competence in each of the ten standard areas required for the *Credential of Competency for Special Education Paraeducators in Pennsylvania*.

_____
Signature of Paraeducator Supervisor or Designee

MUST USE
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_____
Supervisor Title

_____
Date