



# CASUAL EMPLOYMENT ESSA DOCUMENTATION COVERSHEET FOR PARAPROFESSIONAL EDUCATOR (PPE) and PARAPROFESSIONAL TUTOR (PPT)

DEPARTMENT OF EDUCATION  
Office of Talent Management  
Educator Quality Section  
P. O. Box 2360 Honolulu, HI 96804

## Instructions:

1. This form should be used for **PPE and PPT only**. [Casual Coversheet Flowchart](#)
1. Review the [Functions and Qualification Requirements for Casual Hire PTT, PPE & PPT](#) document to assure that the duties being performed by the casual personnel are in alignment with the functions and qualifications of the job.
2. Returning PPE and PPT who previously submitted qualification documents do not need to complete this form, unless there are additional qualification documents that need to be submitted or there is a change in function from NID to DIS.
3. This form does not need to be completed by PPE DIS Kupuna or PPT DIS Kupuna.
4. Retain a copy of this coversheet in the employee's school-based employment file.

## Section 1: Employee Information:

Name: \_\_\_\_\_ Emp ID: \_\_\_\_\_

School/Office: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Section 2: Type of Casual Employment:

### Paraprofessional Educator (PPE)

PPE DIS (Direct Instructional Support) -----> Go to **Section 3**

PPE NID (Non Instructional Duties) -----> Go to **Section 4**

### Paraprofessional Tutor (PPT)

PPT DIS (Direct Instructional Support) -----> Go to **Section 3**

PPT NID (Non Instructional Duties) -----> Go to **Section 4**

## Section 3: PPE and PPT Direct Instructional Support (DIS) Employment Information:

Do you meet the ESSA Hawaii paraprofessional requirement through one of the following?

1. Forty-eight semester credits, baccalaureate level courses, from an institution of higher education with institutional accreditation recognized by the USDOE. The 48 credits may be from various program or academic subject areas. In addition, of the 48 credits from baccalaureate level courses, three (3) credits must have been for math and three (3) credits for English courses; OR
2. An associate degree or higher from an institution of higher education with institutional accreditation recognized by the USDOE. The credits earned for the degree must include a minimum of 48 credits for courses that are baccalaureate level; OR
3. Successful completion of the ParaPro Assessment provided by the Education Testing Service (ETS) with a score of 459 or higher.

### Section 3: PPE and PPT Direct Instructional Support (DIS) Employment Information (continued):

- A. If you meet the requirement through Option 1 or 2, is your transcript on file with the Office of Talent Management? If No, attach your official transcript(s) (copies acceptable) and submit with this coversheet. Yes No
- B. If you meet the requirement through Option 3, is your official ParaPro score on file with the Office of Talent Management? If No, attach your official Praxis score report (copies acceptable) and submit with this coversheet. Yes No
- C. If your sole task is to (1) serve as a translator, or (2) serve as a PCNC lead coordinator for parental involvement activities, or (3) assist in parental involvement activities, do you have a high school diploma or equivalent? Yes No
- Name of high school: \_\_\_\_\_ Year diploma/equivalent issued: \_\_\_\_\_
- D. If you do not meet the paraprofessional qualifications in Option 1, 2 or 3, do you have a high school diploma or equivalent? Yes No
- Name of high school: \_\_\_\_\_ Year diploma/equivalent issued: \_\_\_\_\_

**Important:** Have your school to submit the [PPE/PPT DIS Waiver](#).

### Section 4: PPE and PPT Non Instructional Duties (NID) Employment Information:

- A. Do you have a high school diploma (or equivalent) or higher? Yes No
- Name of high school: \_\_\_\_\_ Year diploma/equivalent issued: \_\_\_\_\_

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### Section 5: Employee and School Certification:

Employee Certification: I certify that the above information is accurately reported to the best of my knowledge. Any misrepresentation or falsification of information on this form may result in sanctions including termination from employment or disciplinary action.

Casual Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 6: Verification by School Official:** By signing this statement, I certify that I have reviewed all attached documents and validated that the information herein is correctly reported. I agree to retain copies of all documentation related to casual personnel meeting the functions and applicable qualification for the type of casual employment indicated on this form for periodic review.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Section 7: Submission Instructions:

Submit signed and completed form along with the supporting documentation (e.g. copy of official college transcript, copy of official Praxis score report for ParaPro assessment) to: **Via email:** [hqt@k12.hi.us](mailto:hqt@k12.hi.us) **DOE**

**Courier:** OTM, Educator Quality Section **U.S. Postal Service:** Office of Talent Management, Educator Quality Section, P. O. Box 2360, Honolulu, HI 96804