

LEGISLATIVE REPORT

SUBJECT: Educational Assistants

REFERENCE: Act 274, SLH 2007

ACTION REQUESTED: Requires the Department of Education (DOE) to report to the Legislature on repricing class levels and other career ladder enhancements, the number of affected individuals, and the cost impact of implementing repricing of current class levels and a career ladder for Educational Assistants (EA).

DOE REPORT: EAs support and assist in instruction and other direct services to students and help to ensure a positive, safe, and supportive learning environment in the classroom. EAs work under the direction of teachers or other professional practitioners.

EAs are currently classified and compensated at the following levels:

EA Level I	SR-6	\$18,980-\$29,260
EA Level II	SR-8	\$20,570-\$31,630
EA Level III	SR-10	\$22,240-\$34,200

(Salaries are from 7/1/07 Unit 3 salary schedule adjusted for 10-month employees.)

EA Level I

Provides assistance to a professional educator by learning and performing duties in the control and care of students; receives training in classroom and/or guidance office operations, expected roles, and functions; and performs other related duties as assigned, including clerical tasks.

EA Level II

Provides assistance to a professional educator by performing a variety of non-instructional and supportive tasks; receives training in instructional/counseling related tasks; and performs other related duties as assigned.

EA Level III

Provides assistance to professional educators, counselors, social workers, and others by performing a variety of instruction-related and/or counseling or guidance support tasks; and performs other related duties as assigned.

Part A, Subpart 1, Sec. 1119 of the federal *No Child Left Behind (NCLB) Act of 2001*, requires all schools receiving federal funds under the *Elementary and Secondary*

Education Act (federal statute funding primary and secondary education and reauthorized as the NCLB Act of 2001) to ensure that instructional paraprofessionals meet one of the following qualifications by January 8, 2006:

1. Complete at least two (2) years of study at an institution of higher education;
2. Obtain an Associate's Degree (or higher);
3. Meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment –
 - a. Knowledge of, and the ability to assist in instructing reading, writing, and mathematics; or
 - b. Knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Since April 2003, the DOE's Office of Human Resources (OHR) has been providing paraprofessionals with numerous opportunities, programs, and assistance to enable their successful compliance with NCLB requirements. Although EAs have had to attend college and/or demonstrate their knowledge and skills, their salaries have not been appropriately adjusted to reflect the higher standards required of their positions. Morale among EAs has declined as more has been expected from them without commensurate compensation.

To address the problems created by higher minimum requirements for instructional paraprofessionals, the DOE is working to: 1) reprice the EA class and series; and 2) provide a career ladder program for EAs.

A career ladder program denotes job promotion: a progression from entry level positions to higher levels of pay, skills, responsibility, and authority. The career ladder for EAs is based on specific training, job performance, and years of experience as an EA. The goal of a career ladder program is to attract, retain, and reward high-quality EAs by:

1. Providing opportunities for professional growth.
2. Enhancing education to improve student achievement.
3. Providing incentives, a salary supplement, and a career advancement program.

In April 2003, 2,544 of DOE's salaried paraprofessionals needed to meet the requirements of NCLB. As of July 1, 2007, 99% (2,518) of salaried paraprofessionals are in compliance with NCLB.

FINDINGS:

Phase 1: Repricing

The DOE proposes that all EAs be repriced two higher SR grades effective January 1, 2008:

EA Level I	SR6 to SR8 (\$20,570-\$31,630)
EA Level II	SR8 to SR10 (\$22,240-\$34,200)
EA Level III	SR10 to SR12 (\$24,070-\$37,000)

For the current fiscal year, the DOE has a total of 3,245 EA positions. The number of EAs is distributed as follows:

	<u>Position Count</u>
EA Level I	626
EA Level II	319
EA Level III	2,300

The estimated initial cost of repricing is **\$9,181,355** over the fiscal biennium (including vacant positions and based on moving all incumbents up two SR levels from their existing compensation levels).

The breakdown of the funding are as follows:

General Funds	\$8,691,065
Federal Funds	\$ 319,964
Charter School Funds	\$ 170,326

(See appendix A – EA Repricing Costs)

Phase 2: Career Ladder

The DOE's proposed career ladder program for EAs is named the Para-Educator Career Advancement Program (PECAP). PECAP addresses the possibility of advancement through training, job performance, and years of service. PECAP also provides a means for EAs to progressively work towards becoming teachers if that is what they choose.

The PECAP for EAs introduces two additional levels and takes into account repricing:

EA Level I	SR8	(\$21,390-\$32,900)
EA Level II	SR 10	(\$23,130-\$35,570)
EA Level III	SR 12	(\$25,030-\$38,480)

EA Level IV SR 14 (\$27,020-\$41,610)

EA Level V SR 16 (\$29,220-\$45,010)

(Salaries are from 7/1/08 Unit 3 salary schedule adjusted for 10-month employees.)

Most of the EAs are currently EA Level III (2,300 out of 3,245). Therefore, Level IV and Level V are being introduced to provide for advancement.

(See Appendix B - ParaEducator Career Advancement Program – PECAP)

The career ladder program is scheduled to take effect on July 1, 2008 and will promote eligible individuals at the EA Level III to the new EA Level IV.

Currently, there are 893 salaried EA Level IIIs who have completed the EA Training portion of the career ladder program requirements. Upon verification that they have completed twelve 100-level or higher college credits or 45 credit hours of workshops, they will be eligible for placement as EA Level IV. The total salary cost of the 893 EAs is \$26,468,252. The cost to move the 893 EA IIIs to an EA IV is \$2,000,645 (\$1,985,295 general funds + \$15,350 federal funds).

The FY 2009 cost estimate is based on: 1) the number of EAs that currently participate in professional development opportunities with the OHR ParaEducator Training Unit; and 2) the assumption that all 893 EA Level III will qualify for Level IV.

Based upon past EA Training Completion data, the average number of EAs that participate in training programs is approximately 280 per year. Therefore, based on this estimate, the EA career ladder program will cost an additional \$697,138.09 in its second year (FY 2010) if the average of 280 individual EAs are able to complete all requirements.

The cost per EA to move to the next level in the career ladder is \$2,486.82 (on an annual basis).

Incentives for EAs currently do not exist; the cost estimates provided are based on professional development training offered by the Office of Human Resources ParaEducator Training Unit only.

(see Appendix C – EA Career Ladder costs)

RECOMMENDATIONS: Concurrence with the DOE's proposal for repricing and its career ladder program for EAs and support for additional resources in FY 2009 to cover the cost of repricing and the EA career ladder program.

Estimated FY 2009 requirements to implement repricing = **\$6,200,396** (all means of financing).

Estimated FY 2009 requirements to implement career ladder = **\$2,000,645**.

APPENDIX A: Educational Assistant Repricing Costs

GENERAL	A	B	C	D	E	F	G	H
Position Status	FY 2008 Total Salary Cost (Actual FTE + Annual SY Diff)	FY 2008 Total Salary Cost Based on Repriced Schedule (Actual FTE + Annual SY Diff)	FY 2008 Repricing Cost on an Annual Basis (Column B less Column A)	Est. FY 2008 Repricing Cost (Repricing Effective 1/1/08 – Column C x 50%)	FY 2009 Base Repricing Cost (FY 2008 Total Salary Cost Based on Repriced Schedule – Column C)	FY 2009 Additional Repricing Salary Cost (4% Pay Increase to reflect Collective Bargaining – Column E x 4%)	FY 2009 Total Repricing Cost (Column E plus Column F)	Total Repricing Cost (Over Fiscal Biennium – Column D plus Column G)
Filled Positions	\$58,827,671	\$63,631,903	\$4,804,232	\$2,402,116	\$4,804,232	\$192,169	\$4,996,401	\$7,398,517
Vacant Positions	\$10,019,020	\$10,858,337	\$839,317	\$419,659	\$839,317	\$33,573	\$872,890	\$1,292,548
Total	\$68,846,691	\$74,490,240	\$5,643,549	\$2,821,775	\$5,643,549	\$225,742	\$5,869,291	\$8,691,065
FEDERAL	A	B	C	D	E	F	G	H
Position Status	FY 2008 Total Salary Cost (Actual FTE + Annual SY Diff)	FY 2008 Total Salary Cost Based on Repriced Schedule (Actual FTE + Annual SY Diff)	FY 2008 Repricing Cost on an Annual Basis (Column B less Column A)	FY 2008 Repricing Cost (Repricing Effective 1/1/08 – Column C x 50%)	FY 2009 Base Repricing Cost (FY 2008 Total Salary Cost Based on Repriced Schedule – Column C)	FY 2009 Additional Repricing Salary Cost (4% Pay Increase to reflect Collective Bargaining – Column E x 4%)	FY 2009 Total Repricing Cost (Column E plus Column F)	Total Repricing Cost (Over Fiscal Biennium – Column D plus Column G)
Filled Positions	\$1,571,439	\$1,699,949	\$128,506	\$64,253	\$128,506	\$5,140	\$133,646	\$197,899
Vacant Positions	\$946,172	\$1,025,435	\$79,263	\$39,632	\$79,263	\$3,171	\$82,434	\$122,065
Total	\$2,517,611	\$2,725,384	\$207,769	\$103,885	\$207,769	\$8,311	\$216,080	\$319,964
CHARTER SCHOOL	A	B	C	D	E	F	G	H
Position Status	FY 2008 Total Salary Cost (Actual FTE + Annual SY Diff)	FY 2008 Total Salary Cost Based on Repriced Schedule (Actual FTE + Annual SY Diff)	FY 2008 Repricing Cost on an Annual Basis (Column B less Column A)	FY 2008 Repricing Cost (Repricing Effective 1/1/08 – Column C x 50%)	FY 2009 Base Repricing Cost (FY 2008 Total Salary Cost Based on Repriced Schedule – Column C)	FY 2009 Additional Repricing Salary Cost (4% Pay Increase to reflect Collective Bargaining – Column E x 4%)	FY 2009 Total Repricing Cost (Column E plus Column F)	Total Repricing Cost (Over Fiscal Biennium – Column D plus Column G)
Filled Positions	\$854,216	\$924,149	\$69,932	\$34,966	\$69,932	\$2,797	\$72,729	\$107,695

Vacant Positions	\$485,470	\$526,139	\$40,669	\$20,335	\$40,669	\$1,627	\$42,296	\$62,630
Total	\$1,339,686	\$1,450,288	\$110,601	\$55,301	\$110,601	\$4,424	\$115,025	\$170,326
GRAND TOTAL	\$72,703,988	\$78,665,912	\$5,961,919	\$2,980,960	\$5,961,919	\$238,477	\$6,200,396	\$9,181,355

APPENDIX B: ParaEducator Career Advancement Program (PECAP)

<p>Level I (SR 08) Salary Range: \$21,390 - \$32,900</p>	<p>Level II (SR 10) Salary Range: \$23,130 - \$35,570</p>	<p>Level III (SR 12) Salary Range: \$25,030 – \$38,480</p>
<p>Minimum Qualification</p> <ul style="list-style-type: none"> ➤ <u>NCLB: Education Requirement One</u> (1) of the following: <ul style="list-style-type: none"> - 48 college/university credits at the 100 level or higher; - Associate degree or higher; or - Pass the ParaPro Assessment ➤ <u>Experience Requirement</u> None ➤ <u>Job Performance Requirement</u> None ➤ <u>Training Requirement</u> None 	<p>Minimum Qualification</p> <ul style="list-style-type: none"> ➤ <u>NCLB: Education Requirement One</u> (1) of the following: <ul style="list-style-type: none"> - 48 college/university credits at the 100 level or higher; - Associate degree or higher; or - Pass the ParaPro Assessment <p>Minimum Qualification Substitution Completion of an associate degree in the field of education approved by the HDOE may substitute for Level II “Minimum Qualification.” (eg: Associate of Art in Teaching, Associate of Science in Deaf & Hard or Hearing, Associate of Science with Special Education Emphasis, etc.)</p> <ul style="list-style-type: none"> ➤ <u>Experience Requirement One</u> (1) credible work-year in Level I. ➤ <u>Job Performance Requirement</u> Satisfactory evaluation on a Performance Appraisal System (PAS). ➤ <u>Training Requirement</u> Satisfactory completion of the following <i>Foundation and Selected Studies</i> courses: <ul style="list-style-type: none"> ❑ <u>Foundation Courses</u> (Non-Credit) <ul style="list-style-type: none"> • Intermediate Instructional • Intermediate Practicum <p style="text-align: center;">And</p> <p>Successful completion of the <u>first (1st) Selected Studies</u>:</p>	<p>Minimum Qualification</p> <ul style="list-style-type: none"> ➤ <u>NCLB: Education Requirement One</u> (1) of the following: <ul style="list-style-type: none"> - 48 college/university credits at the 100 level or higher; - Associate degree or higher; or - Pass the ParaPro Assessment ➤ <u>Experience Requirement One</u> (1) credible work-year in Level II. ➤ <u>Job Performance Requirement</u> Satisfactory evaluation on a Performance Appraisal System (PAS). ➤ <u>Training Requirement</u> Satisfactory completion of Level II Requirements and the following <i>Foundation and Selected Studies</i> courses: <ul style="list-style-type: none"> ❑ <u>Foundation Courses</u> (Non-Credit) <ul style="list-style-type: none"> • Intermediate Instructional • Intermediate Practicum • Advanced Instructional • Advanced Practicum <p style="text-align: center;">And</p> <p>Successful completion of the <u>second (2nd) Selected Studies</u>:</p>
	<ul style="list-style-type: none"> ❑ <u>Selected Studies</u> * 12 Special Emphasis college/university credits 	<ul style="list-style-type: none"> ❑ <u>Selected Studies</u> • 12 Special Emphasis college/university credits
<p style="text-align: center;">Or</p> <p><i>*Core Content Strategies: 45 Hours of Professional Development Workshops offered through or approved by the DOE ParaEducator Training Unit. A minimum of 30 hours are required in content area of reading, writing, mathematics, science, social studies and/or special education</i></p>	<p style="text-align: center;">Or</p> <p><i>*Core Content Strategies: 45 Hours of Professional Development Workshops offered through or approved by the DOE ParaEducator Training Unit. A minimum of 30 hours are required in content area of reading, writing, mathematics, science, social studies and/or special education</i></p>	<p style="text-align: center;">Or</p> <p><i>*Core Content Strategies: 45 Hours of Professional Development Workshops offered through or approved by the DOE ParaEducator Training Unit. A minimum of 30 hours are required in content area of reading, writing, mathematics, science, social studies and/or special education</i></p>
<p style="text-align: center;">DRAFT 11/15/2007</p>	<p>Minimum Requirements for Level II:</p> <ul style="list-style-type: none"> • One (1) credible work-year • Satisfactory PAS • Foundation Courses – Intermediate • One (1) Selected Studies 	<p>Minimum Requirements for Level III:</p> <ul style="list-style-type: none"> • Two (2) credible work-years • Satisfactory PAS • Foundation Courses : Intermediate & Advanced • Two (2) Selected Studies

APPENDIX B (cont'd): ParaEducator Career Advancement Program (PECAP)

<p>Level IV (SR 14) Salary Range: \$27,020 - \$41,610</p>	<p>Level V (SR 16) Salary Range: \$29,220 - \$45,010</p>	<p>Additional Information</p>
<p>Minimum Qualification</p> <p>➤ <u>NCLB: Education Requirement One</u> (1) of the following: - 48 college/university credits at the 100 level or higher; - Associate degree or higher; or - Pass the ParaPro Assessment</p> <p>➤ Minimum Qualification Substitution Bachelor's degree or higher approved by the HDOE may substitute for Level IV "Minimum Qualification"</p>	<p>Minimum Qualification</p> <p>➤ <u>NCLB: Education Requirement One</u> (1) of the following: - 48 college/university credits at the 100 level or higher; - Associate degree or higher; or - Pass the ParaPro Assessment</p>	<p>Training Available:</p> <p>❑ <u>Foundation Courses</u> (Non-Credit)</p> <ul style="list-style-type: none"> • Intermediate Instructional • Intermediate Practicum • Advanced Instructional • Advanced Practicum <p>❑ <u>Selected Studies</u> *Twelve(12) College/university credits at the 100 level or higher in one of the following emphasis:</p> <ul style="list-style-type: none"> ❑ Autism ❑ Deaf Education ❑ Early Childhood ❑ English as Second Language ❑ Visual Impaired ❑ Associate Science in Deaf & Hard of Hearing ❑ Associate Science in ParaEducator Studies-SPED ❑ Associate of Art in Teaching <p style="text-align: center;">Or</p> <p>*Core Content Strategies: 45 Hours of Professional Development Workshops offered through or approved by the DOE ParaEducator Training Unit. A minimum of 30 hours are required in content area of reading, writing, mathematics, science, social studies and/or special education</p>
<p>➤ <u>Experience Requirement One</u> (1) credible work-year in Level III.</p>	<p>➤ <u>Experience Requirement One</u> (1) credible work-year in Level IV.</p>	
<p>➤ <u>Job Performance Requirement</u> Satisfactory evaluation on a Performance Appraisal System (PAS).</p>	<p>➤ <u>Job Performance Requirement</u> Satisfactory evaluation on a Performance Appraisal System (PAS).</p>	
<p>➤ <u>Training Requirement</u> Satisfactory completion of Level III Requirements.</p> <p style="text-align: center;">And</p> <p>Successful completion of the <u>third (3rd) Selected Studies</u>:</p>	<p>➤ <u>Training Requirement</u> Satisfactory completion of Level IV Requirements.</p> <p style="text-align: center;">And</p> <p>Successful completion of the <u>fourth (4th) Selected Studies</u>:</p>	
<p>❑ <u>Selected Studies</u></p> <ul style="list-style-type: none"> • 12 special Emphasis college/university credits <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Core Content Strategies 	<p>❑ <u>Selected Studies</u></p> <ul style="list-style-type: none"> • 12 special Emphasis college/university credits <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Core Content Strategies 	
<p>Minimum Requirements for Level IV:</p> <ul style="list-style-type: none"> • Three (3) credible work-years • Satisfactory PAS • Foundation Courses • Three (3) Selected Studies 	<p>Minimum Requirements for Level V:</p> <ul style="list-style-type: none"> • Four (4) credible work-years • Satisfactory PAS • Foundation Courses • Four (4) Selected Studies 	

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APPENDIX C: Educational Assistant Career Ladder Costs

Average number of EA Training graduates was taken from the highest three years of enrollment (SY '02-'03 to SY '04-'05)

Average = 280.33 EAs Average additional cost of the current total EA Training complete EAs is \$2,486.82
 8 positions listed under Federal (1 Charter)
 885 positions listed under General (5 Charter) (893 Total Filled Positions) (804.50 Total FTE)

TOTAL (Gen & Fed)

Marginal Cost **\$2,000,645**

Projected initial additional cost at varying percentages (Assuming actual FTE conditions remained unchanged)	10%	\$	200,065
	20%	\$	400,129
	30%	\$	600,194
	40%	\$	800,258
	50%	\$	1,000,323
	60%	\$	1,200,387
	70%	\$	1,400,452
	80%	\$	1,600,516
	90%	\$	1,800,581
	100%	\$	2,000,645

GENERAL

Marginal Cost **\$1,985,295**

Projected initial additional cost at varying percentages (Assuming actual FTE conditions remained unchanged)	10%	\$	198,530
	20%	\$	397,059
	30%	\$	595,589
	40%	\$	794,118
	50%	\$	992,648
	60%	\$	1,191,177
	70%	\$	1,389,707
	80%	\$	1,588,236
	90%	\$	1,786,766
	100%	\$	1,985,295

FEDERAL

Marginal Cost **\$15,350**

Projected initial additional cost at varying percentages (Assuming actual FTE conditions remained unchanged)	10%	\$	1,535
	20%	\$	3,070
	30%	\$	4,605
	40%	\$	6,140
	50%	\$	7,675
	60%	\$	9,210
	70%	\$	10,745
	80%	\$	12,280
	90%	\$	13,815
	100%	\$	15,350

SY '08-'09 and on

Based on

SY	# Completed
'02-'03	145
'03-'04	467
'04-'05	229
Average=	280.33

SALARY

Total EAT Complete	Cost @ Actual FTE
804.50 FTE	\$26,468,252 Total

Actual Salary Including SY Diff

Average actual salary cost of 1 of the 893 EAs	\$32,900.25
Projected average salary for 280.33 EAs in future years	\$ 9,223,025.78

SY	# Completed	Total EAT Complete	Cost @ Actual FTE	
'02-'03	145	804.50		
'03-'04	467		\$2,000,645	Total
'04-'05	229			
Average=	280.33			

	Average additional cost of 1 of the 893 EAs	\$ 2,486.82
280 X \$2,486.82 =	Projected average annual additional cost per year	\$ 697,138.09

Data as of 9/10/07