



Paraeducator Qualifications

Title I Paraprofessionals (referred to as Paraeducators in Fort Dodge Community School District) whose duties include instructional support must have one of the following qualifications upon employment:

1. Two years of study (60 credits) at an institution of higher learning
2. An Associate's degree or higher
3. Paraprofessional Certification Course offered through Board of Educational Examiners (BOEE)
4. Demonstration of the knowledge of and the ability to assist in reading, writing and mathematics instruction through academic assessment

Fort Dodge Community School District (FDCSD) is partnering with Iowa Central Community College's (ICCC) Testing Services to enable paraeducator candidates who have not met either post-secondary education or Paraprofessional Certification Course requirement to become eligible for employment as paraeducators by displaying their academic knowledge through standardized tests. Candidates must take the ACCUPLACER Next-Generation Reading, WritePlacer and ALEKS mathematics tests, earning a combined score of **285** to meet FDCSD hiring requirements. The writing test has a 60-minute time limit, but the other computer-based tests are not timed. The reading test is multiple choice.

How to Become Qualified through ACCUPLACER and ALEKS

Prepare for the Tests with Free Tools:

- Next Generation Reading and WritePlacer test prep app. Create an account and then log in: <https://accuplacerpractice.collegeboard.org/login>.
- ALEKS Math test prep: <https://www.mathhelp.com/aleks-math-test-prep/>
- Youtube ALEKS Math test prep: <https://www.youtube.com/watch?v=9nFXEJSwdnY>
- Free Trial under Independent Use and Homeschoolers at www.aleks.com

Schedule the Tests:

- If you have email, schedule an appointment to take the tests at the Fort Dodge ICCC campus by emailing TestingCenter@iowacentral.edu and carbon copying abarton@fdschools.org on the email to request a testing appointment. If you do not have email, call the Testing Services Coordinator at 515-574-1044 or the Testing Center at 515-574-1161 for an appointment. Explain that you need to take the **ACCUPLACER Next-Generation Reading and WritePlacer tests** and **ALEKS mathematics test** for consideration for employment at Fort Dodge Community School District. Schedule the appointment for a time when you have at least 2 hours for the tests.

Take the Tests:

- Arrive at the Student Resources Center building on time for your test. See the map on the back page to locate the building.
- Be sure to bring a photo ID with you and \$25 cash, credit card or personal check to pay for the test score report to be sent to Angela Barton in FDCSD Human Resources at abarton@fdschools.org.
- Send an email to abarton@fdschools.org letting Angela know the date you took the test.
- If you do not earn a combined score of 285 or above for the three tests, you may request approval from Angela Barton to retake the test once. Additional fees may apply.

Iowa Central Community College Testing Policy:

<http://www.iowacentral.edu/ARC/TestingCenterGuidelineARC2019.pdf>

- A valid photo ID is required for testing.
- All jewelry and personal items must be left in lockers during an exam.
- Pockets will be empty during testing.
- No hoods, coats, jackets, or hats are allowed in the testing room.
- All scratch paper and pencils will be provided by the Testing Center.
- No food or drinks, other than bottled water in a clear plastic container is allowed.
- Testing must be completed in one sitting and turned in before closing time.
- Exam accommodations can be arranged by following the college's process: www.iowacentral.edu/accommodations.
- No children are allowed in the Testing Center.
- Academic dishonesty will not be tolerated.
- Iowa Central is not responsible for lost, stolen, or damaged items.
- Refusal to comply with the above guidelines will result in denial of Testing Center services.

Map of Iowa Central Community College

One Triton Circle, Student Resource Center Building Fort Dodge, IA 50501

