



Paraprofessional Qualifications Guide

The following provides an overview of the qualifications required for all Paraprofessional positions at Denver Public Schools:

- One of the following validated credentials is required:
 - Copy of official/unofficial transcript(s) verifying at least 48 semester hours, Associate's, or Bachelor's degree from an accredited college or university
 - All foreign transcripts be evaluated by a member of the National Association of Credential Evaluation Services. You do not need a course-by-course, just a basic evaluation. Visit www.naces.org for approved service members.

OR

- Copy of high school diploma or GED **and** proof of passing the TABE D Adult Education Test for Reading and Math.
- Testing is available at the Emily Griffith Testing Center for \$15.00
 - 1860 Lincoln Street, Denver, CO 80203 - 6th Floor
 - Testing is available by walk-in during the following hours (offices are closed most holidays – check the hours on their website before visiting). If you need accommodations, speak with a representative in the testing center <http://www.emilygriffith.edu/testing-center>
 - Monday-Wednesday: 8AM-4PM
 - Thursday: 8AM-1PM
 - Friday: 8AM-10AM
- Minimum Passing Scores:
 - Paraprofessionals working in ECE - 5th Grade positions: Reading score of 7.3 or higher and Math score of 6.1 or higher
 - Paraprofessionals working in 6th - 12th Grade positions: Reading score of 12.8 or higher and Math score of 12.9 or higher

OR

- Copy of high school diploma or GED **and** proof of passing the WorkKeys exam in reading for information and applied mathematics.
 - Required score for passing: Reading score of 4 and Math score of 4

Paraprofessionals (ELA-S)

- Upon receiving an offer of employment to fill an ELA Para (Spanish/English) position as a paraprofessional, your HR Hiring Representative will work with you to complete an exam to test your Spanish language Proficiency. You must pass both the reading and speaking sections of the test. To register for the test go online to Berlitz at <http://www.berlitz.us/dps/>. The cost of this test is \$70, which will be reimbursed if you become a DPS Employee.

Questions? Contact HR Connect at Connect_HumanResources@dpsk12.org or 720.423.3900 **Questions on paraprofessional salaries?** Consult the paraprofessional salary schedule on the DPS Website or the Job Posting.