



"Highly Qualified Status" for GFPS Paraprofessionals and Teacher Aides

Date: _____ School: _____

Dear _____,

Congratulations and welcome to the team of paras and aides for Great Falls Public Schools!

As a condition of employment, GFPS requires paras and aides to obtain highly qualified status. This is determined by the attainment of an academic degree, college credit hours, or meeting the required benchmarks in Reading and Math using the Test of Adult Basic Education (TABE). These proctored online tests will be administered at Great Falls College by the Great Falls Career & College Readiness Center, 2100 16th Ave. S, Room G-30 (southeast side door).

If you have an associate's degree or higher or have completed at least two years of study at an institution of higher education, you are considered Highly Qualified! Contact Sandy Bennett in Human Resources at 406-268-6087.

The TABE is given to assess the need for academic support. **You cannot fail!** If you do not meet the minimum benchmark in Reading or Math, you will do some skill building with the support of the CCRC and retest. **There is NO preparation for the initial exam.**

Note: The district requires that you complete testing within six (6) weeks of receiving this letter!

Human Resources is expecting you to comply by doing the following:

1. Make an appointment online using this link:
 - <https://www.signupgenius.com/go/GFPSHighlyQualified>
2. Fill out the attached intake form.
 - Bring completed form with you to your appointment
3. Show up on time for your scheduled appointment.
 - Contact Mr. Lovec if you will be late or need to cancel your appointment
 - Jan Lovec, Test Examiner
 - Jan_lovec@gfps.k12.mt.us
 - (406) 771-5108
 - If you cancel your appointment, you are responsible to go back to the link and reschedule.
4. Review your results:
 - You will be given substantial support in a variety of ways to help you with the successful completion of these tests.
 - You will be awarded a certificate of Highly Qualified Status.

If you have any questions, please contact the CCRC (406) 771-5107 or Human Resources (406) 268-6087.

Great Falls Public Schools
Human Resources Office

