## December (all December activities have been completed)

- Determine process to accept local assessment assurances statements from LEAs.
  1. Recommend Professional Certification and Testing as assurance statement repository.
  2. Recommend electronic submission of an assurance statement based upon USDE criteria for local assessment approval (see Draft Non-Regulatory Guidance, C-5, p.7 and ISBE Draft Guidance for Paraprofessional Assessment, p.3).
  3. Recommend electronic submission (paperless approval process) to be housed in the new Illinois Educator Information System being developed by Candy Taylor and Bob Bigham.

- Begin planning for inclusion of paraprofessional information in new Illinois Educator Information System
- Meet with legal department to determine contractual obligations (if any) with testing companies and to affirm recommended role of the State Board in local assessment recognition and documentation

## January

- Submit recommendations to State Teacher Certification Board and State Board of Education to secure approval for use of ETS and local assessment guidelines and procedures.
- Provide Boards with update on the progress of collaborative work with ICCB for a state-wide paraprofessional preparation program at community colleges.
- Send Paraprofessional Assessment Guidance to LEAs and ROEs
- Contact ETS to arrange standard setting processes.

## February

- Begin standard setting with ETS - one day process plus one month turn-around.
  1. Recruit standard-setting panel that is demographically and ethnically diverse with 60% new paraprofessionals, 20% veteran paraprofessionals, and 20% supervising Title I teachers.
  2. ETS conducts Standard Setting training in morning and panel sets scores on same day.
  3. ETS pays travel; ISBE pays substitute expenses, if any.
  4. In one month, ETS will report the recommended score to ISBE.

- Identify test sites in Illinois, including community colleges and other to-be-determined locations.
- Communicate to LEAs the process to access tests and procedures to use in documenting results. (Propose the use of IEIS or some other interim process until IEIS is fully developed.)

## March

- Upon receipt of recommended standard from ETS, submit to Board for approval.
- Communicate standard to LEAs.
- LEAs contact ETS to receive information on test administration and required testing conditions.
- LEAs develop local assessments according to USDE/ISBE criteria; submit assurance statement to IEIS.
- Verification of local assessment compliance with guidelines assured through State Board standard compliance monitoring.