

Cohort Membership Application Packet
Northwest State Community College
Paraprofessional Education Associate Degree Program

DESCRIPTION OF THE PROGRAM

The NSCC Paraprofessional Education associate degree is being made available to employed paraprofessionals in a format where all cohort members will progress together through the two year course of study. Education classes will be scheduled in the evenings on the NSCC campus and participants will select online or face to face for other required courses. Participants will also take classes during summer terms. Members who are selected for the cohort will receive tuition assistance through a grant made available through University of Dayton as part of a cooperative agreement with the United States Department of Education, Office of Special Education Programs.

BENEFITS OF COHORT PARTICIPATION

- ◆ Tuition support — Grant funds will assist with tuition and fees.
- ◆ Collective Learning— The cohort will function as a community of learners.
- ◆ Quality Coaching/Consultation— Regional providers bring expertise to enhance field experiences.
- ◆ Collaborative Knowledge & Skill Development— Sessions include veteran educators, faculty, project staff and parents.
- ◆ Pathway to a Bachelor’s Degree— Strong foundational coursework positions interested participants to continue their studies in pursuit of a four-year degree in education.
- ◆ Ideal candidates for the cohort experience will be individuals currently working in the education system, particularly those working as paraprofessionals.

COHORT MEMBERSHIP REQUIREMENTS

1. Applicants must make themselves available for an interview at NSCC. Only those with completed applications (including the Professional Service Agreement) received by June 20th will receive an interview.
2. Interviewed applicants will also be required to take relevant placement tests and complete financial aid forms.
3. The selected Cohort members will attend mandatory orientation sessions on NSCC campus prior to the beginning of fall semester August 20, 2014.

Ten (10) participant slots are available. Particular consideration will be given to individuals:

- ◆ Currently working as paraprofessionals under aide permits in Ohio school districts
- ◆ Demonstrating college success but have not completed an associate degree or higher
- ◆ Demonstrating competency and dispositions for online learning
- ◆ Committing to NSCC attendance policies, class preparation, assignment deadlines & grading policies

APPLICATION REQUIREMENTS

- 1) Complete the Northwest State Community College Application for Admission and submit it in person or by mail, along with your high school transcript or GED certificate to the Admissions Office located at the following address: 22-600 ST RT 34, Archbold, OH 43502
- 2) Complete the Cohort Membership Application Packet, submitting the following materials by June 20, 2014 to Allied Health & Public Services **office A213** or mailing to:

Lori Robison
Dean of Allied Health and Public Services
Northwest State Community College
22-600 SR 34
Archbold, OH 43502

Section 1: A completed Cohort Membership Application

Section 2: A signed Professional Service Agreement

Section 3: A Personal Statement

Section 4: Your Professional Resume

Section 5: Two Letters of Recommendation

- ◇ One from Current Employer
- ◇ One from an additional professional reference

A photocopy of your NSCC Application for Admission or NSCC Student ID number

Tests scores *if* you have completed any of the following: ParaPro Exam, ACT, SAT, or Compass

Copy of Transcripts showing credit for prior college coursework at NSCC or another institution

- 3) Applicants identified for potential membership in the Cohort will be invited to participate in an individual, face to face **interview**. On the day of the interview, cohort candidates will be required to generate a very brief writing sample in response to a written prompt. Candidates will use a computer to generate the writing sample.

Please keep in mind that each component of the application packet and process is only a part of the entire picture that a candidate creates for the selection team. Application experiences are considered **as a whole**, and selection into the cohort is based on the collective quality of each candidate's materials and interview.

For further information contact:

NSCC Office of Allied Health & Public Services 419.267.1345 or bbartley@northweststate.edu

Cohort Membership Application Section 1. Cohort Membership Application Packet

Last name: _____ First Name : _____

County of Residence: _____

Email Address: _____ Telephone: _____

Are you currently employed as a paraprofessional? _____

If so, please specify your employer and the length of time you have been employed in your current position:

Employer _____

Years in current position _____ Total years employed as a Para _____

Contact information for your direct supervisor:

Supervisor name: _____

Email Address: _____ Telephone: _____

Do you have a college degree or earned credit hours at a public/private institution? _____

If yes, please describe:

In your current work as a paraprofessional. . . .

. . .what is the most rewarding aspect of your day-to-day work?

. . .what is the most significant challenge you face?

If you are not currently serving as a paraprofessional, but have been employed as one in the past, please specify the district in which you worked and the time frame of your employment as a paraprofessional:

District _____

Dates of Professional Service as a Paraprofessional _____

If you have held other positions within the education system, please describe those positions and the related responsibilities:

Please indicate your overall level of comfort in operating a computer (primarily word processing and web browsing applications):

Extremely Comfortable—I use computers on a regular basis.

Somewhat Comfortable—I use computers occasionally and can operate most basic functions.

Not at all Comfortable—I do not use computers often and would require basic training.

How did you initially learn of the Paraprofessional Program?

Information provided by employer

NSCC website

ODE, Office of Exceptional Children Newsletter

Regional System (Educational Service Center, SST)

Newspaper

Other _____

Remember that this Application should be completed and submitted with additional materials shown below:

Professional Service Agreement

Personal Statement

Professional Resume

Two Letters of Recommendation

one from current employer

one from an additional professional reference

Copy of submitted NSCC Application for Admission or Student ID number

Test Scores as applicable: ParaPro Exam, ACT, SAT, Compass

Other college transcripts as applicable

Submission Deadline is June 20, 2014

Professional Service Agreement Section 2: Cohort Membership Application Packet

Individuals who have earned an Associate of Applied Science degree in Paraprofessional Education from Northwest State Community College with the financial support of the Ohio Department of Education, Office for Exceptional Children are asked to complete this service agreement, verifying their understanding of the requirements with their signature.

A grant from the Ohio Department of Education, Office of Exceptional Children makes available financial support to reduce tuition costs associated with completion of the Associate of Applied Science degree program in Paraprofessional Education for select program participants identified for membership in the Paraprofessional Preparation and Development cohort offered through Northwest State Community College, in partnership with the University of Dayton. Program participants are being prepared to utilize evidence-based practices to support the instruction of all students, including those with disabilities.

Statement of Intent:

I the undersigned, assert that, as a recipient of tuition support from the Ohio Department of Education, Office for Exceptional Children, I will complete the Northwest State Community College Paraprofessional Education Program and will meet all associated requirements of the cohort model for participation, August, 2014 through December, 2016.

Statement of Commitment to Serve:

Upon successful completion of my two-year program, I will work as an education paraprofessional in an Ohio school district for no fewer than two consecutive years. I understand that if I fail to meet my service obligation, I will be required to repay a portion of the tuition support I will have received. Repayment will be determined based on the length of service. Exceptional circumstances (e.g., enrolling in a bachelor's degree program leading to licensure as an Intervention Specialist) will be considered on a case-by-case basis.

I acknowledge and affirm that this signed agreement will serve as documentation of my understanding of program and project requirements, and my commitment to fulfilling those requirements.

SIGNATURE

date

PRINT NAME HERE

Personal Statement: Why I should be considered for this opportunity

Section 3: Cohort Membership Application Packet

Please write a personal statement discussing your interest in this opportunity and the goals that most motivate you to continue on this path of study. What is it that you believe may set you apart from other applicants? We encourage you to describe your abilities and prior accomplishments, but also ask that you elaborate on why you see yourself as a paraprofessional. What is it that compels you to be in the classroom supporting quality instruction and helping all children learn?

This personal statement should be approximately 700-1000 words in length.

Professional Resume

Section 4: Cohort Membership Application Packet

Please provide your resume outlining your educational background, employment experiences to date, and any particular achievements in your work or community service.

Letters of Recommendation

Section 5: Cohort Membership Application Packet

Please submit two letters of recommendation. We ask that one letter be from your **current employer** (or most recent employer, if you are not currently employed); this letter should address the quality of your professional service and the strengths and abilities that shape the quality of your work. For the second letter, we ask you to identify a professional colleague to write to your capabilities and personal characteristics; this person should be able to describe what it is like to work alongside you.

Additional Required Items

Please be sure to enclose in your submission a copy of your NSCC Application for Admission or NSCC ID number. If you have completed the ParaPro Exam, we ask that you include documentation of your test results. If you have previously taken the ACT, SAT, or Compass test for college admission, please share the scores and number of years since testing. Include college transcripts, if applicable.

Your completed Cohort Membership Application Packet should be mailed or delivered to:

Northwest State Community College

Lori Robison

Dean of Allied Health and Public Services

22-600 SR 34, Archbold, Oh 43502

This work is made possible through a cooperative agreement between the United States Department of Education, Office of Special Education Programs and the University of Dayton School of Education and Allied Professions Grant Center, with additional support from the Ohio Department of Education, Office for Exceptional Children.

Improving the Quality and Consistency of Instruction Provided to Students with Disabilities:

Development of the Ohio Partnership for Excellence in Paraprofessional Preparation

Priority: Personnel Development to Improve Services and Results for Children with Disabilities—Paraprofessional Pre-service Program
Improvement Grants (CFDA 84.325N) Focus Area B

NSCC Paraprofessional Education Cohort Course Outline

| Fall 2014 | Credit Hrs. | Schedule Type |
|------------------------------------|-----------------------|---|
| EDU 100 Intro to Teaching | 2 | Online |
| EDP 160 Intro to Paraprof Ed | 4 | F2F Cohort meeting time & 30 hrs field |
| ENG 111 Composition I | 3 | Student choice from NSCC schedule |
| Spring 2015 | | |
| EDU 150 Child Development I | 3 | Online |
| PSY 110 General Psychology | 3 | Student choice |
| EDU 120 Guidance & Class Mgt | 3 | F2F Cohort meeting time |
| ENG 112 Composition II | 3 | Student choice |
| Summer 2015 | | |
| PSY 230 Human Growth & Dev | 3 | Student choice |
| EDU 140 Strategies Tchng Reading | 3 | F2F Cohort meeting time |
| Fall 2015 | | |
| EDU 220 Special Education | 3 | F2F Cohort meeting time |
| EDU 270 Cult & Ling Diversity | 3 | F2F Cohort meeting time & 105 hrs field |
| MTH 170 Survey of Math | 3 | F2F Cohort meeting time |
| Spring 2016 | | |
| ENG 230 Children's Lit | 3 | Student choice |
| ENG 214 Discussion & Conf Methods | 3 | Student choice |
| EDU 210 Creative Curriculum | 3 | F2F Cohort meeting time |
| EDU 260 Instructional Technology | 3 | Hybrid |
| Summer 2016 | | |
| EDU 230 Family, School, Com | 3 | F2F Cohort meeting time |
| Nat/Phys Science Elect | 4 | Student choice |
| Fall 2016 | | |
| EDU 240 Education Psychology | 3 | F2F Cohort meeting time |
| EDU 250 Education Seminar | 2 | F2F Cohort meeting time |
| EDP 290 Paraprofessional Intern | 2 | Individual Meeting time w/faculty & 210 hrs field experience |
| Year 1: 3 semesters—31 credits | | |
| Year 2: 3 semesters—24 credits | | |
| Year 3: 1 semester—7 credits | TOTAL 62 credit hours | |