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To: New Classified Employees

From: Letta Morris
Human Resources Coordinator/Classified

Re: Core Competencies

Tahoma School District and the Public School Employees bargaining unit have a Memorandum of Understanding that requires employees in specific positions to complete Core Competencies according to the laws of the State of Washington. Classified employees who are included in this description shall be required to meet or complete training in Core Competencies 1 through 6 within ninety (90) working days of their hire date. This would include:

Study Hall Monitor (ISS)	Bus Assistants
Paraeducators	ECEAP Teacher
Playground Assistants	ECEAP Teacher Assistant
Interpreter	ECEAP Health Assistant
Braille Interpreter	ECEAP Family Service Worker
Theme Readers	Classified Preschool Teacher

In addition, classified employees funded all, or in part, by Special Education funding, shall be required to meet or complete Core Competencies 7 through 14 within three (3) years of hire.

Once you have completed any of the Core Competencies, it is important that you notify me. In September of each school year, following completion of all fourteen (14) competencies, classified employees funded all, or in part, by Special Education, will receive a \$0.20/hour wage increase which will be included in your wage as long as you continue to be funded by Special Education.

The online training for Core Competencies 1 through 6, 7 through 11, and 13 can be completed at www.paraeducator.com. Competencies 12 (First Aid) and 14 (CPR Certification) may be offered annually by district nursing staff or must be completed with a certified instructor at a local training center.

If you need more specific information, please contact your building Head Paraeducator, or email me at lmorris@tahomasd.us.

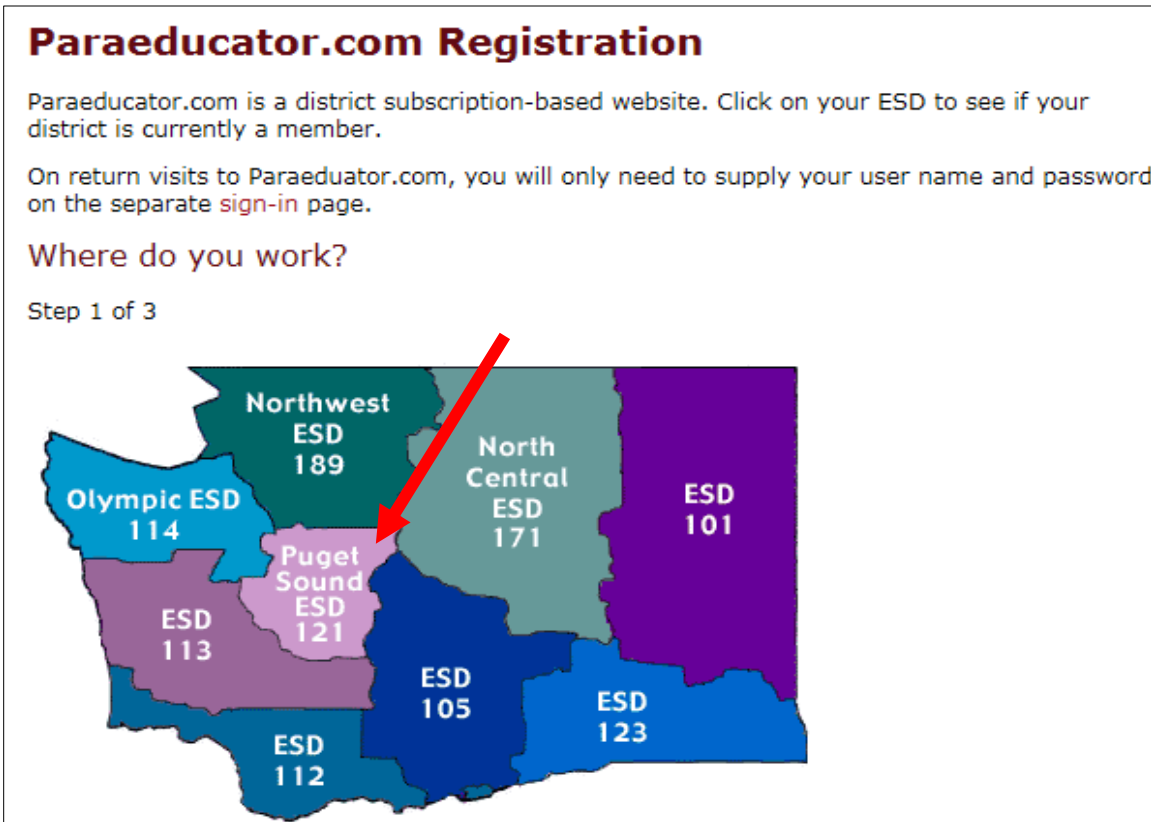
Core Competency Instructions

Step 1: Log onto www.paraeducator.com and click **'Create your own Username and Password'**.



The screenshot shows the homepage of Paraeducator.com. At the top left is the logo for Paraeducator.com, Washington's Paraeducator Community. To the right is a 'Welcome to Paraeducator.com' banner with a photo of a woman and children. Below the logo is a navigation menu with links: HOME, ABOUT, STRATEGIES FOR SUCCESS, ARTICLES, TRAINING, RESOURCES, MENTORING, and REQUIREMENTS. On the left side, there is a 'Member Sign-In' section with fields for Username and Password, a 'SIGN-IN' button, and a link that says 'Create your own Username and Password'. A red arrow points to this link. In the center, there is a 'Something to think about...' section with a lightbulb icon and the text 'Be receptive/encourage others to share ideas and concerns.' Below that is a 'Welcome' section with a paragraph of text. On the right side, there is a 'Strategies for Success' section with a sub-section titled 'Paraeducator and Teacher Communication File Folder' and a paragraph of text.

Step 2: Click on the pink **Puget Sound ESD 121** on the map.



The screenshot shows the 'Paraeducator.com Registration' page. The title is 'Paraeducator.com Registration'. Below the title is a paragraph of text: 'Paraeducator.com is a district subscription-based website. Click on your ESD to see if your district is currently a member.' Below that is another paragraph: 'On return visits to Paraeducator.com, you will only need to supply your user name and password on the separate sign-in page.' Below the paragraphs is the question 'Where do you work?' and 'Step 1 of 3'. Below the question is a map of Washington state divided into several ESDs. The ESDs are: Northwest ESD 189 (dark green), North Central ESD 171 (light green), ESD 101 (purple), Olympic ESD 114 (light blue), Puget Sound ESD 121 (pink), ESD 113 (purple), ESD 105 (dark blue), ESD 112 (teal), and ESD 123 (blue). A red arrow points to Puget Sound ESD 121.

Core Competency Instructions (con't)

Step 3: Click on the **Training** tab.



Step 4: Click on **start** for the Core Competencies Training.

