

Start Here – Paraeducator Minimum Employment & Training Requirements Validation Tool – Two Pager

What is the Paraeducator Minimum Employment & Training Requirements Validation Tool?

As required under the [Elementary and Secondary Education Act \(ESEA\) Section 1111\(g\)\(2\)\(J\)](#), this validation tool supports OSPI's efforts to "ensure that all teachers and paraprofessionals working in a Title I, Part A program meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification." This Tableau workbook provides a list of instructional paraeducators working at each school within a Local Education Agency (LEA), along with their state minimum employment and training requirements.

How is it to be used?

This validation tool is not intended to require LEAs to report additional paraeducator information to OSPI. Its data is automatically drawn from these sources: Personnel Reporting (S-275), the Comprehensive Education Data and Research System (CEDARS), and ECert. LEAs are responsible for verifying each paraeducator's state requirements for the LEA(s) in which they are employed. If they find inaccuracies, they will correct them in one of the data sources listed above, not in the Tableau workbook itself. This tool will be used for Title I, Part A Program Reviews beginning in November each year.

What the Paraeducator Minimum Employment & Training Requirement Validation Tool looks like

Certificate Number	Educator ID	SAFS Personnel ID	Employment Data Source	Last Name	First Name	Middle Name	School Title	School Served	LEA Name	School District
			SAFS					Null		
	Null		SAFS					Null		
	Null		SAFS					Null		
	Null		SAFS					Null		
			SAFS					Null		
	Null		SAFS					Null		
	Null		SAFS					Null		
	Null		SAFS					Null		
	Null		SAFS					Null		
	Null		SAFS					Null		



Who is it for?

The Paraeducator Minimum Employment and Training Requirements Validation Tool is intended for LEA administrators who coordinate the use of Title I, Part A funds; make personnel decisions; support paraeducators; and plan for school and district improvements.

What is its timeline?

The Paraeducator Minimum Employment and Training Requirements Validation Tool displays data from the 2023–2024 school year through the most recent school year. Data for the current school year is typically made available around November or December and is updated weekly. The availability and accuracy of the data depend on the timely submission of the data by LEAs to OSPI through the data sources listed above. Notifications regarding the validation tool are sent to subscribers of the Educator Equity Data Collection topic through OSPI's [Granicus](#) (formerly Gov Delivery) communication system.

How can you get help with this?

To access the validation tool, ask your [district data security manager](#) to assign you the Tableau SecureDataPortal-Educator Interactor user role (see page 11 of the [EDS User Role Matrix](#)). Once the role has been assigned, please allow up to 24 hours for access to be activated. Districts' staff can access and review their districts' data through the Tableau Server in the Education Data System (EDS).

The Introduction tabs in the Paraeducator Minimum Employment and Training Requirements Validation Tool have thorough information on its purpose, contents, and steps for navigating it. Additionally, a FAQ document about it ([Paraeducator Minimum Employment and Training Requirements Validation Tool](#)) is available on our website under [Educator Data Analysis, Report, and Supporting Tools](#).

For assistance with the validation tool or other OSPI educator data collections and resources, visit the [Educator Data Sharing web page](#), email the Educator Data, Research and Development team at EducatorData@k12.wa.us, or join our bi-weekly Office Hours ([SY26-27 Schedule](#)).

For Tableau access issues, contact your [district data security manager](#).