

Monterey County Office of Education  
and the  
California School Employees Association  
Chapter 35

**INSTRUCTIONAL PARAPROFESSIONAL III RECLASSIFICATION**

The Monterey County Office of Education (MCOE) and the California School Employees Association, Chapter 35 (CSEA) established a new Instructional Paraprofessional III classification as a part of the Phase I Reclassification Project. Instructional Paraprofessional I employees who meet the minimum qualifications of the new job description are eligible to be reclassified into this new classification. The following criteria must be met prior to the reclassification and the employee must agree to perform the duties of an Instructional Paraprofessional III (Level 39.5).

Each employee who files this letter of commitment with the required information shall be reclassified following submission and verification. A letter filed with the Human Resources Department shall be processed within ten (10) work days, confirmation sent to the employee, and reclassification implemented on the first of the following month.

**Instructional Paraprofessional III Minimum Qualification Requirements:**

- Bachelor of Arts or Science Degree AND
- Emergency 30-day Substitute Teaching Permit OR
- Emergency Substitute Teaching Permit for Prospective Teachers OR
- Teaching Credential

**Employee Commitment:**

I, \_\_\_\_\_, agree to perform the duties of an Instructional Paraprofessional III upon my reclassification. I will perform the full duties of a certificated teacher whenever the teacher assigned to my regular classroom is absent.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Human Resources Verification:**

This employee has met all of the requirements to be reclassified as an Instructional Paraprofessional III.

\_\_\_\_\_  
Verified by Credentials Analyst - Signature

\_\_\_\_\_  
Date

Reclass effective date: \_\_\_\_\_ PAF Processed on: \_\_\_\_\_ HR Tech. Initials: \_\_\_\_\_