

INSTRUCTIONAL AIDES – CERTIFIED STAFF

Instructional aides are hereby defined as persons who work directly under supervision of teachers.

The Superintendent is directed to develop job descriptions including standards for appointment and qualifications to be met. He/she will arrange for adequate supervision and evaluation of performance

The Superintendent shall submit statements of assurance affirming that all paraprofessional staff hired, were employed as instructional or health and safety personnel or in accordance with the requirements of individualized education programs. The statements of assurance shall be submitted biannually to the Executive County Superintendent no later than September 30 and January 31. All aides shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

Instructional aides are assigned to regular classrooms at the discretion of the Superintendent. The Superintendent shall present candidates for such positions to the Board for approval.

Instructional aides are employed to assist the teacher reach teaching objectives by working with individual students or small groups to help them improve their skill levels. The primary benefit must be to the students. Teachers shall orient the classroom assistant to the basic classroom objectives and ultimate classroom goals.

In accordance with federal law, the Superintendent shall establish procedures to release information, upon request, regarding the qualifications of classroom aides (paraprofessionals) to parents/guardians for any classroom aide (paraprofessional) who is employed by a school receiving Title 1 funds and who provides instructional assistance to their children.

The Old Tappan Board of Education recognizes that instructional aides employed in the District are valuable assets to the instructional program of the District and that they require individual days to tend to personal matters.

Such days are deemed personal days for instructional aides and are defined as leave used for personal business which cannot be conducted except during time when school is in session and does not include recreation, rest or recuperation, or any venture resulting in the payment of other remuneration for services.

Instructional aides are granted three (3) personal days per school year, subject to the approval of the Superintendent of Schools. Not more than two consecutive personal days shall be granted for personal days.

Requests for personal leaves shall be submitted at least seven (7) days in advance of the date of such leave; however, the Superintendent of Schools shall have the right to waive the seven day requirement in case of emergencies.

The Old Tappan Board of Education authorizes the Superintendent of Schools to administer the application process for personal days for instructional aides. The Superintendent will determine approval or disapproval of request with input from the building administrator.

INSTRUCTIONAL AIDES -- CERTIFIED STAFF (continued)**Qualification of instructional aides (paraprofessionals) in Title 1 schools**

All instructional aides (paraprofessionals) hired in the schools that receive Title 1 funds shall be qualified in accord with federal law. All such paraprofessional (instructional aides) must have a high school diploma or its equivalent. All such instructional aides (paraprofessionals) except those working as translators or solely in conducting parent involvement activities, also must meet one of the following criteria:

- A. Completed at least two years of study at an institution of higher education;
- B. Obtained an associate's (or higher) degree; or
- C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Legal References: N.J.S.A. 18A:6-7.1
through -7.5

Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception

N.J.S.A. 18A:11-1

General mandatory powers and duties

N.J.S.A. 18A:16-2
through -5

Physical examinations; requirement ...

N.J.S.A. 18A:54-20

Powers of Board (county vocational schools)

N.J.A.C. 6A:32-6.1 et seq.

School Employee Physical Examinations

N.J.A.C. 6A:32-4.7

Approval of paraprofessional staff

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

No Child Left Behind Act of 2002, Pub. L. 107-110, 20U.S.C.A. 6301 et seq.

Cross References: *3541.1 Transportation routes and services
*3542 Food service
*4212.4 Employee health
*4215 Supervision
*4216 Evaluation
4221 Non-instructional substitutes
*5131 Conduct/discipline
*6162.4 Community resources

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Aides; Instructional Aides; Teacher Aides; Background Check; Personnel Background Check

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