

CLASSROOM AIDES (PARAPROFESSIONALS)

The board, within its financial means, may hire aides (paraprofessionals) as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's (paraprofessional's) constructive involvement with the class. The primary benefit must be to the pupils.

Classroom aides (paraprofessionals) shall be under the supervision of the classroom teacher.

All aide (paraprofessional) job descriptions must be approved by the executive county superintendent. All aides (paraprofessionals) shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

In accordance with federal law, the chief school administrator 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 I funds and who provides instructional assistance to their children.

Qualification of classroom aides (paraprofessionals) in Title I schools

All classroom aides (paraprofessionals) paid in whole or in part with Title I funds shall be qualified in accord with federal law. All such paraprofessional (classroom aides) must have a high school diploma or its equivalent. All such classroom 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.

Date: Reviewed: December 12, 2012  
Adopted: February 13, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Aides; Classroom Aides; Teacher Aides; Background Check; Paraprofessionals; Personnel  
Background Check

**Legal References**

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**Other Reasons:**

Job descriptions must be approved by the executive county superintendent.

No Child Left Behind has focused greater attention on the qualifications of paraprofessionals and has increased requirements for those hired in whole or in part with Title 1 funds.

**Recommendation:**

A policy statement directing the chief school administrator to recommend to the board the hiring of necessary aides and their employment in the most effective manner. The chief school administrator will also be responsible for submitting the board-approved job description to the executive county superintendent.

Address requirements for Title 1 paraprofessionals.

- Legal References:**
- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception through -7.5
  - 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 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible**

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

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