

**Personnel**

**TEACHER AIDES/PARAPROFESSIONALS**

The Governing Board recognizes that paraprofessionals support student learning by providing valuable assistance to teachers and other certificated personnel and enabling greater individualized instruction and supervision of students. Such employees may perform instructional and/or administrative tasks in accordance with law, Board policy and administrative regulation.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4200 - Classified Personnel)*

*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall ensure that paraprofessionals possess the qualifications required by law for their positions.

Paraprofessionals shall be under the immediate supervision and direction of certificated personnel.

In determining the assignment of paraprofessionals, the Superintendent or designee shall consider the greatest benefit to students based on such factors as class size, grade levels, student needs, subject matter and teacher workload.

Each paraprofessional shall be provided with a clear definition of his/her roles and responsibilities.

The Superintendent or designee shall ensure that all paraprofessionals receive ongoing support and regular performance assessments. Teachers shall receive training in how to collaborate effectively with an assistant and are expected to assign duties consistent with written job descriptions for paraprofessionals.

*(cf. 4131 - Staff Development)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4231 - Staff Development)*

The Board encourages qualified paraprofessionals to pursue opportunities that lead to attainment of a teaching credential and enable them to increase their skills and experience in the classroom.

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - District Interns)*

*Legal Reference: (see next page)*

**Personnel**

**TEACHER AIDES/PARAPROFESSIONALS (continued)**

*Legal Reference:*

*EDUCATION CODE*

*44390-44393 California School Paraprofessional Teacher Training Program*

*44833 Postsecondary students as nonteaching aides*

*44835 Duties of nonteaching work study aides*

*45330 Paraprofessionals*

*45340-45349 Instructional aides*

*45350-45354 Teacher assistants*

*45360-45367 Teacher aides*

*54480-54486 Special Teacher Employment Programs*

*CODE OF REGULATIONS, TITLE 5*

*12065-12070 Teacher aides for Special Teacher Employment Programs*

*UNITED STATES CODE, TITLE 20*

*6311 State plans*

*6314 Schoolwide programs*

*6315 Targeted assistance schools*

*6318 Parent involvement*

*6319 Qualifications for teachers and paraprofessionals*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*200.58-200.59 Qualifications and duties of paraprofessionals*

*Management Resources:*

*U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

*Roles for Education Paraprofessionals in Effective Schools, 1997*

*WEB SITES*

*CTC Paraprofessional Teacher Training Program: <http://www.ctc.ca.gov/para>*

*CDE: <http://www.cde.ca.gov>*

*CSBA: <http://www.csba.org>*

*U.S. Department of Education: <http://www.ed.gov>*

*California School Employees Association: <http://www.csea.com>*

*National Resource Center for Paraprofessionals: <http://www.nrcpara.org>*

*National Clearinghouse for Paraeducator Resources:*

*<http://www.usc.edu/dept/education/CMMR/Clearinghouse.html>*

Policy

adopted: June 24, 1997

Revised: September 23, 2003

Revised: September 28, 2004

**VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California

**TEACHER AIDES/PARAPROFESSIONALS**

**Qualifications**

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for local high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

**Additional Qualifications of Paraprofessionals**

In addition, such paraprofessionals shall have met at least one of the following criteria:

1. Completed at least two years of study (48 semester units or equivalent quarter units) at an institution of higher education
2. Obtained an associate's degree or higher
3. In a manner other than receipt of a high school diploma, met a rigorous standard of quality and demonstrated, through a locally determined assessment, knowledge of and the ability to assist in instructing either:
  - a. Reading, writing and mathematics
  - b. Reading readiness, writing readiness and mathematics readiness

All paraprofessionals hired before January 8, 2002, and working in a program supported by Title I funds shall satisfy one of the above requirements by January 2006. (20 USC 6319; 34 CFR 200.58; Education Code 45330)

A paraprofessional who was hired on or before January 1, 2003 shall be deemed to have met the proficiency exam requirements of item #3 above if he/she has previously demonstrated, through a local assessment, knowledge of, and an ability to assist in, instructing reading, writing and mathematics. (Education Code 45330)

When a paraprofessional has previously worked in another district, the Superintendent or designee may determine whether any assessments conducted by the previous district satisfy the proficiency criteria of item #3 above.

**TEACHER AIDES/PARAPROFESSIONALS** (continued)

Items #1-3 above shall not apply to any paraprofessional:

1. Who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title I programs by acting as a translator
2. Whose duties consist solely of conducting parental involvement activities consistent with 20 USC 6318

**Duties**

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45330)

*(cf. 4112.2 - Certification)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6171 - Title I Programs)*

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

**Parental Notification**

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications. (20 USC 6312)

*(cf. 5145.6 - Parental Notifications)*