

**TEACHER ASSISTANTS (PARAPROFESSIONALS)**

The Board of Education (BOE), within its financial means, may hire teacher assistants (paraprofessionals) as recommended by the Chief School Administrator (CSA).

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

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

The Chief School Administrator (CSA) 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 teacher assistants (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 CSA shall establish procedures to release information, upon request, regarding the qualifications of teacher assistants (paraprofessionals) to parents/guardians for any teacher assistant (paraprofessional) who is employed by a school receiving Title I funds and who provides instructional assistance to their children.

On or before May 15 each year, a paraprofessional continuously employed since the preceding September 30 in a school district that receives funding under Title I of the federal Elementary and Secondary Education Act of 1965 shall receive either:

- A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the BOE; or
- B. A written notice that such employment will not be offered.

Qualification of classroom teacher assistants (paraprofessionals) in Title I schools

All teacher assistants (paraprofessionals) paid in whole or in part with Title I funds shall be qualified in accordance with federal law. All such paraprofessional (teacher assistants) must have a high school diploma or its equivalent. All such teacher assistants (paraprofessionals) hired, 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.

**Reviewed and readopted: May 18, 2015**

**First reading: September 13, 2010**

**Second reading: September 27, 2010**

**Legal References:**

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|------------------------------------|---|
| N.J.S.A. 18A:6-7.1<br>through -7.5 | Criminal history record; employee in regular contact with pupils; 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<br>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:32-4.2                 | 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.