

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3150 P-1

GUIDELINES FOR PLACEMENT OF TEACHER ASSISTANTS -- STUDENTS

The Ferndale School District recognizes that teacher assistants can make valuable contributions to the schools as well as gain valuable experience and personal growth. The district endorses the teacher assistant program subject to appropriate regulations.

I. QUALIFICATIONS

- A. Student in the Ferndale School District;
- B. Demonstrated ability in the subject area;
- C. Approval of teacher, parents or guardians, and principal or designee;
- D. Ability to provide own transportation.

II. LIMITATIONS

- A. Students may serve as a teacher assistant no more than one period per day per semester.
- B. High school students may register and receive credit according to published high school guidelines.
- C. Teacher assistants may not be assigned to situations which involve processing or handling confidential information or records.
- D. Students who express an interest of being a teacher assistant to assist with moderate to severe disabled students in the middle and/or high school's programs shall be interviewed for said position. After being selected, the teacher assistant shall secure training regarding students with moderate and severe disabilities. This training shall be documented and placed on file until the assistant graduates or discontinues school.

III. TEACHER PLANNING

In planning activities for a teacher assistant, the following are to be established in writing by the cooperating teacher and copies submitted to the principals of the home and receiving schools.

- A. Specific tasks the teacher assistant will perform.
- B. Procedures to train the teacher assistant to perform the tasks effectively.
- C. Schedule outlining the days and times the teacher assistant will be working with the teacher.

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- D. Procedure to be used in contacting the teacher if the teacher assistant will not be able to appear for the scheduled assignment.
- E. Room assignment(s) designating the area(s) of the school in which the teacher assistant will work.
- F. Procedures for keeping attendance, providing progress reports, evaluating the work performed by the teacher assistant, etc.

Implemented	01-26-88
Revised	09-03-96