

Regulation

CLASSROOM AIDES

Recruitment and Selection

Recruitment and selection of aides shall be carried on by the principal of the building to which the aide will be assigned.

Employment

- A. All aides shall be appointed for a fixed term to expire no later than June 30 of the school year appointed.
- B. There will be a probationary period of 60 days for each aide. Termination of employment by either the board of Education or the employee during the probationary period shall be made with a one-week notice.
- C. An aide shall not gain tenure in his/her position.

Certification or Licensing

Certification or licensing is not required for aides. However, the chief school administrator will submit to the county chief school administrator approvals and reports as required by state regulations.

Assignment and Transfer

- A. Aides will be assigned to classes by the principal with the approval of the chief school administrator;
- B. Aides may be transferred within assignment or building as the needs of the educational program require.

Responsibilities and Duties

- A. Aides shall be directly responsible to the principal of the school to which they are assigned;
- B. Aides shall perform tasks according to their assignments and job descriptions as developed by school administration;
- C. Aides may be employed in the following areas:
 - 1. Library;
 - 2. Clerical;
 - 3. Playground;
 - 4. Lunchroom;
 - 5. Other tasks as may be approved by the board of education.

Training and Orientation

The chief school administrator and/or designee shall develop a program of training and orientation for aides.

Evaluation

- A. The chief school administrator shall develop a program of evaluation for aides and may delegate the evaluation to those principals who are supervising the aides. The program of evaluation is to utilize both

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subjective and objective criteria.

- B. Evaluation of aides will include the actual performance of their assigned tasks but may also include other factors which apply to their relationship to the school.

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See Policies:	4123 Classroom Aides 4222 Noninstructional Aides
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Key Words

Aides, Classroom Aides, Noninstructional Aides