

SALEM SCHOOL DISTRICT  
Salem, Connecticut

PERSONNEL – NON-CERTIFIED

INSTRUCTIONAL PARAPROFESSIONALS (Classroom Aides / Tutors)

Pursuant to Title I of the Federal Strengthening and Improving of Elementary and Secondary School Act, and the No Child Left Behind (NCLB) Act of 2011, Instructional Paraprofessionals in the Salem School District may perform the following instructional duties:

- One-on-one tutoring for eligible students if the tutoring is scheduled at a time when the student would not ordinarily be receiving instruction from the regular teacher
- Assist in classroom management
- Conduct parent involvement activities
- Assist in computer instruction
- Provide instructional support in a library or media center
- Act as a translator
- Provide instructional support services under the direct supervision of qualified teachers

Instructional Paraprofessionals may assume limited non-instructional duties, even if they benefit non-Title I students, in the same proportion to their total work time as non-Title I Instructional Paraprofessionals.

Qualifications

In accordance with Title I and NCLB, Instructional Paraprofessionals, regardless of hiring date, must have earned a secondary school diploma or its recognized equivalent (except for those who act as translators to enhance the participation of limited English proficient students or whose activities consist solely of conducting parent involvement activities.)

Instructional Paraprofessionals must have:

1. Completed at least two years of study at an institution of higher education or obtained an associate's or higher degree; or
2. Demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing, as appropriate:
  - a. Reading/Language Arts, Writing and Mathematics; or
  - b. Reading readiness, Writing readiness and Mathematics readiness.

If it is determined that a new Instructional Paraprofessional, to be hired by the District, has met the qualification requirement in another school district, that individual will be considered to have met the requirement if hired by this District.

#### Notice to Parents

An annual written notice shall be provided to parents of students enrolled in a Title I Schoolwide or Targeted Assistance Program telling them they may request information about any Instructional Paraprofessionals who provide support for their child. The notice may be combined with a notice regarding Title I teacher qualifications.

Legal References: 42 U.S.C. 653(a) Personal Responsibilities and Work Opportunity Reconciliation Act. 15 U.S.C. et. Seq., Fair Credit Reporting Act. 20 U.S.C. Section 1119(c), NCLB Act of 2001. 20 C.F.R. 200.59 Federal Regulations.

Policy 1<sup>st</sup> Reading: March 5, 2012

Policy Adopted: April 2, 2012

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