



# Administrative Regulations

South San Antonio Independent School District

---

E – Special Programs: Adult and Community Education	<b>EHBI</b>
Page 1 of 1	
Adult and Community Education - 2023	

South San Antonio ISD provides an adult education program designed to meet the education and training needs of adults to the extent possible using available public and private resources. Bilingual education must be used to instruct students who do not function satisfactorily in English whenever it is appropriate for those students' optimum development. *Labor Code 315.003*

The district provides English as a Second Language (ESL) classes that are free and open to the community as follows:

1. The district partners with an outside entity and offer these classes at our CARE Zone.
2. Classes are offered in the morning and evening from August to May.
3. Registration begins in August and is a rolling admission process throughout the year.
4. The district advertises to promote these classes through flyers, websites, and social media.

## Staff Qualifications

AEL instructional aides, administrative, data entry, proctoring staff, and staff providing support or employment services to students shall have at least a high school diploma or a high school equivalency certificate. AEL directors, supervisors, and staff that oversee program assessment services and/or overall program accountability, and instructors in the content areas of reading, writing, mathematics, and English language acquisition, including substitutes, shall possess at least a bachelor's degree.

Requests for exemptions for staff qualification requirements in individual cases may be submitted to the Texas Workforce Commission for approval. The exemption shall include a justification outlining extenuating circumstances and shall be submitted and approved prior to an individual being placed in the position in question.