AR 4222-R Teacher Aides/Paraprofessionals

Note: *The following sample regulation may be revised or deleted as desired*

Paraprofessionals are auxiliary personnel who work directly with professional educators to assist them in discharging their professional duties. Instructional aides, tutors, noontime assistants, and various similar categories, both volunteer and paid, are included within the definition of paraprofessionals.

Purpose of the Paraprofessional Aide Programs -- Volunteer and Paid

Purposes of the paraprofessional aide programs are to:

1. assist teachers in providing more individualization and enrichment of instruction to their classes

2. relieve teachers of many nonteaching duties and tasks

3. build an understanding of school problems among citizens, thus stimulating widespread involvement in the total education process

Kinds of Services Provided

The kinds of services which paraprofessionals perform will vary according to local building site needs. Services generally fall into one or more of the following areas:

1. relieving the professional of clerical, noninstructional, house-keeping, and/or certain instructional tasks

2. assisting in classroom management

3. giving special aid to students with difficulties such as English as a second language, which may include acting as a translator

4. giving special aid to students with exceptional talents

5. enriching the curriculum in areas requiring special skills or unique experiences

6. providing instructional support services which may include one-on-one tutoring if scheduled at a time when the student wouldn't otherwise receive instruction from a teacher

Responsibilities of the Principal

The principal's responsibilities include:

1. responsibility for both volunteer and paid paraprofessional aide programs at his/her site

2. organization of the programs within the school

3. promotion of good staff-paraprofessional aide relationships

4. responsibility for evaluation of the paraprofessionals at his/her site

Responsibilities of the Teacher or Staff Person using a Paraprofessional

Responsibilities of staff using aides include the following:

1. become familiar with paraprofessional aide programs and their materials through orientation sessions

2. direct and supervise each aide

3. provide guidance for each aide

4. determine specific duties to be undertaken

5. work cooperatively with others in charge of the programs

6. implement the key pointers described in the handbooks for teachers and staff

Responsibilities of Paraprofessional Aides - Volunteer and Paid

Paraprofessionals are members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, dependable, and committed to the highest ethical standards.

Responsibility to the Student

Responsibility to the student imposes the following obligations:

1. assuring the school that any personal information about the student will remain confidential

2. enjoying the working relationships with students and valuing their achievements, however modest they may be

Responsibility to the Paraprofessional Programs

Responsibility to the program imposes the following obligations:

1. being able to accept differences in people, values, standards, goals, ambitions, and having respect for individual integrity

2. maintaining consistent and regular attendance

3. being reliable and flexible

4. having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school

5. being willing to acquire skills needed to be of value to the school programs

6. discussing any specific problems with the supervising staff member or the principal

7. using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. recognition that the professional staff will specify the tasks aides will perform, the authority aides will be given, and the information and materials aides will use

2. understanding that regulations and procedures of the school are to be followed at all times

Responsibility to Self

Responsibility to self requires each paraprofessional to:

1. maintain positive attitudes

2. accept the responsibility to help all students develop positive self-esteem

3. be responsible for his/her own actions

4. know his/her role and be able to express what that role is to the community in a positive manner

5. maintain personal cleanliness

6. wear appropriate clothing (avoiding extremes)

7. use appropriate language

8. give full cooperation to the total school staff

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Valdez City Schools
