

DJC: Teacher Aides

Definitions

For the purposes of this policy:

- *Teacher's aide* means an adult school employee, working under the direction of licensed administrative and teaching staff.
- *Non-instructional duties* include, but are not limited to: performing clerical tasks, attending to physical needs of children, acting as a translator, coordinating parental involvement events, and supervising the playground and/or lunchroom.

Hiring

The Board shall approve all teachers' aide positions in the District. The Superintendent shall have the authority to hire teachers' aides for supplementary instructional and non-instructional duties in accordance with applicable district hiring policies.

Qualifications

Teachers' aides with instructional duties in Title I schools shall meet all educational and other requirements contained in federal laws. The Superintendent shall not hire instructional teachers' aides who do not meet these standards. These requirements shall not apply to those aides serving in a non-instructional capacity.

The Superintendent shall develop, and each aide shall receive, a job description with duties limited to the scope of the individual's competencies.

Supervision and Evaluation

Teachers' aides shall be under the direct supervision of licensed teachers. The Superintendent shall develop and implement procedures for periodic evaluations of teachers' aides.

DBAA, Recruitment, Hiring, & Background Checks for Classified Personnel