

## **GABCB: Teachers' Aides**

The Superintendent may employ teachers' aides for supplementary instructional and non-instructional duties in the education program in positions authorized by the Board. Teachers' aide means an adult school employee who works under the direction of the licensed administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program. Teachers' aide will also assist teachers in such duties as:

- ✓ Managing and maintaining records, materials, and equipment.
- ✓ Attending to the physical needs of children.
- ✓ Performing other limited services to support teaching duties when such duties are determined and directed by a teacher or administrator.

In compliance with applicable legal requirements, the Board shall require all teachers' aides with instructional duties that are newly hired in a Title I school wide program to have a secondary school diploma or its recognized equivalent and to have:

- ✓ Completed at least two years of study (48 hours) at an institution of higher education;
- ✓ Obtained an Associate's or higher degree; or
- ✓ Met a rigorous standard of quality through a formal state or local academic assessment.

Teachers' aides hired before January 8, 2002, have until January 1, 2006 to meet these standards. The District will not hire instructional teachers' aides who do not meet these standards.

Exception to these requirements may be made with regard to aides whose sole duties are to act as translators, coordinate parent involvement activities, perform clerical tasks, physically assist a special needs child, or act as playground or lunchroom supervisors.

Teachers' aides shall be under the direct supervision of licensed teachers. Each teachers' aide shall have a job description which limits assigned duties to the scope of the individual's competencies.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides. Evaluation results shall be a factor in future employment decisions.

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Legal Ref: PL 107-110 - No Child Left Behind Act of 2001