Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 4123 Proposed : 10/14/2008 Adopted : 10/28/2008 Revised : 09/08/2015 Reviewed : 05/06/2024

Classroom Aides (Paraprofessionals)

The board, within its financial means, may hire aides (paraprofessionals) as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's (paraprofessional's) constructive involvement with the class. The primary benefit must be to the pupils.

Classroom aides (paraprofessionals) shall be under the supervision of the classroom teacher.

The chief school administrator shall submit statements of assurance affirming that all paraprofessional staff hired, were employed as instructional or health and safety personnel or in accordance with the requirements of individualized education programs. The statements of assurance shall be submitted biannually to the executive county superintendent no later than September 30 and January 31. All aides (paraprofessionals) shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

In accordance with federal law, the chief school administrator shall establish procedures to release information, upon request, regarding the qualifications of classroom aides (paraprofessionals) to parents/guardians for any classroom aide (paraprofessional) who is employed by a school receiving Title I funds and who provides instructional assistance to their children.

On or before May 15 in each year, a paraprofessional continuously employed since the preceding September 30 in a school district that receives funding under Title I of the federal Elementary and Secondary Education Act of 1965 shall receive either:

A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the board of education; or

B. A written notice that such employment will not be offered.

<u>Qualification of classroom aides (paraprofessionals) in Title I schools</u>

All classroom aides (paraprofessionals) paid in whole or in part with Title 1 funds shall be qualified in accord with federal law. All such paraprofessional (classroom aides) must have a high school diploma or its equivalent. All such classroom aides (paraprofessionals), except those working as translators or solely in conducting parent involvement activities, also must meet one of the following criteria:

A. Completed at least two years of study at an institution of higher education;
B. Obtained an associate's (or higher) degree; or
C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Key Words

Aides; Classroom Aides; Teacher Aides; Background Check; Paraprofessionals; Personnel Background Check

Legal References:

N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.A.C. 6A:32-6.1 *et seq.* School Employee Physical Examinations

N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff

8 U.S.C.A. 1100 *et seq.* - Immigration Reform and Control Act of 1986

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 *et seq.*

Possible Cross References:

*3541.1 Transportation routes and services

*3542 Food service

*4212.4 Employee health

*4215 Supervision

*4216 Evaluation

4221 Noninstructional substitutes

*5131 Conduct/discipline

*6162.4 Community resources

*Indicates policy is included in the Critical Policy Reference Manual.