Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 4222 Proposed : 02/18/2014 Adopted : 02/25/2014 Revised : 09/08/2015 Reviewed : 05/06/2024

Noninstructional Aides

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

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

Lunchroom and playground aides shall be under the supervision of appropriate certified personnel.

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.

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.

Key Words: Aides, Noninstructional Aides, Background Check, 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:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions

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

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

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

8 U.S.C.A. 1101 *et seq.* - Immigration Reform and Control Act of 1986

Possible Cross References:

*3541.1 Transportation routes and services

*3542 Food service

*4212.4 Employee health

*4215 Supervision

*4216 Evaluation

4221 Noninstructional substitutes

*6162.4 Community resources

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