

8.58WF—INSTRUCTIONAL AIDES

A. Qualifications

The district considers instructional aides as an integral part of our instructional staff and encourages and promotes professional growth opportunities. As a minimum, the school requires a high school diploma or its equivalent for employment. Those aides employed in any instructional capacity must also have two years of college (60 hours), have an associate degree, or have passed the parapro exam.

II. Duties

A. General

Instructional aides and other uncertified paraprofessionals may not fill a teaching assignment. Assistants may carry out lessons and class assignments, including instructional activities, provided the assistant works under the direct supervision of a licensed teacher. An instructional assistant may lead drills and other instructional activities without a licensed teacher being present, provided that the assistant has received adequate instructions to properly conduct these activities.

A.

B. Pull-out situations

Instructional aides working in resource centers may work with all children who are scheduled to participate in the activity. Only identified educationally deprived students with the greatest needs will be participants.

A.

B. In-class projects

Instructional aides placed in the regular classroom are to assist in providing enrichment and supplemental support to identified students.

A.

B. Combination assignment

Instructional aides are sometimes employed to accompany children and provide assistance. This allows the aide to be a constant support to the student.

III. Basic rules of orientation

- A. The educational program planning should always be done by a licensed teacher.
- B. Instructional aides paid with federal funds shall not be used as substitute teachers.
- C. Instructional aides should not be used to carry out general clerical or similar duties other than those necessary to the preparation, record keeping, and cleanup of instruction.

A.

- B. Instructional aides paid with federal funds may be used for duty assignments at a rate no

more or less than regular instructional aide staff.

- i. Teacher/Principal/Instructional aide relationship

For purposes of instruction, the instructional aide must follow the lead of the licensed teacher. Within the context of law, the building principal is ultimately responsible for the evaluation and supervision of all building staff. The assignment of teacher aides shall be made by the principal or his/her designee. Changes in the assignments may be made as necessary due to changes in the student population, teacher changes, and to best meet the educational needs of the students.

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