

**TEACHER AIDES/PARAPROFESSIONALS**

The Governing Board recognizes that paraprofessionals support student learning by providing valuable assistance to teachers and other certificated personnel and enabling greater individualized instruction and supervision of students. Such employees may perform instructional and/or administrative tasks in accordance with law, Board policy and administrative regulation.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4200 - Classified Personnel)*

*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall ensure that paraprofessionals possess the qualifications required by law for their positions.

Paraprofessionals shall be under the immediate supervision and direction of certificated personnel.

In determining the assignment of paraprofessionals, the Superintendent or designee shall consider the greatest benefit to students based on such factors as class size, grade levels, student needs, subject matter and teacher workload.

Each paraprofessional shall be provided with a clear definition of his/her roles and responsibilities.

The Superintendent or designee shall ensure that all paraprofessionals receive ongoing support and regular performance assessments. Teachers shall receive training in how to collaborate effectively with an assistant and are expected to assign duties consistent with written job descriptions for paraprofessionals.

*(cf. 4131 - Staff Development)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4231 - Staff Development)*

The Board encourages qualified paraprofessionals to pursue opportunities that lead to attainment of a teaching credential and enable them to increase their skills and experience in the classroom.

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - Interns)*

*Legal Reference: (see next page)*

**TEACHER AIDES/PARAPROFESSIONALS** (continued)

Legal Reference:

EDUCATION CODE

*44833 Postsecondary students as nonteaching aides*

*44835 Duties of nonteaching work study aides*

*45330 Paraprofessionals*

*45340-45349 Instructional aides*

*45350-45354 Teacher assistants*

*45360-45367 Teacher aides*

*54480-54486 Special Teacher Employment Programs*

CODE OF REGULATIONS, TITLE 5

*12065-12070 Teacher aides for Special Teacher Employment Programs*

UNITED STATES CODE, TITLE 20

*6311 State plans*

*6314 Schoolwide programs*

*6315 Targeted assistance schools*

Policy

Adopted: November 1, 2005

Revised: October 16, 2018

**SAUGUS UNION SCHOOL DISTRICT**

Santa Clarita, California

**TEACHER AIDES/PARAPROFESSIONALS**

**Qualifications**

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for local high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5) A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

**Duties**

A paraprofessional shall perform only such duties as, in the judgment of the certificated personnel to whom the paraprofessional is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45330)

*(cf. 4112.2 - Certification)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6171 - Title I Programs)*

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

**Parental Notification**

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications. (20 USC 6312)

*(cf. 5145.6 - Parental Notifications)*