

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Noncertificated Personnel with Instructional Duties in a Program Supported with Federal Funds Under Title I

Noncertificated personnel with instructional duties in a program supported with federal funds under Title I are known as "paraprofessionals." They shall have the duties and qualifications as described in Title I of the Elementary and Secondary Education Act and rules adopted by the US Department of Education, as well as qualifications as determined by the Illinois State Board of Education. At a minimum, newly hired paraprofessionals must have:

1. Completed at least 2 years of study at an institution of higher education;
2. Obtained an associate's or higher degree; or
3. Met a rigorous standard of quality and can demonstrate, through a formal State or local assessment, knowledge of relevant subjects.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not "paraprofessionals" and the requirements in this section do not apply.

Noncertificated Personnel with Instructional Duties in a Program That Is Not Supported with Federal Funds Under Title I

Noncertificated personnel with instructional duties in a program that is not supported with federal funds under Title I are known as "teacher aides." They shall have the qualifications as determined by the Illinois State Board of Education. They may be used:

1. To assist with academic programs under a certificated teacher's immediate supervision; or
2. For providing specialized instruction in fields in which their knowledge and skills make them particularly qualified, provided they are under a certificated teacher's direction and the District receives the Regional Superintendent's approval.

Noncertificated Personnel Working with Students Performing Non-Instructional Duties

Noncertificated personnel, including paraprofessionals and teacher aides, may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is regulated by an association, all coaches must have completed a course on coaching principles and sport first aid. The Superintendent or designee shall ensure that all coaches have completed appropriate training

programs. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: Sec. 1119 of the No Child Left Behind Act of 2001.
34 C.F.R. §§ 200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill. Adm. Code Subpart G: The Utilization of Teacher Aides and Other Noncertified Personnel.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: July 18, 2005