

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: CLASSROOM ASSISTANTS

The board, within its financial means, may hire aides (paraprofessionals) as recommended by the Superintendent of Schools

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.

All aide (paraprofessional) job descriptions must be approved by the executive county superintendent. 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.

Qualification of classroom aides (paraprofessionals) in Title I schools

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.

Legal References: N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with
through -7.5 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:32-4.7 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

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| *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.

Adopted: April 14, 1997

Revised: December 14, 2009