

**SECTION 900 – CLASSIFIED PERSONNEL**

901.0 – DELEGATION OF AUTHORITY AND RESPONSIBILITY

902.0 – CLASSIFIED EMPLOYEES' HANDBOOK

## **901.0 - DELEGATION OF AUTHORITY AND RESPONSIBILITY**

### **901.1 - Authority**

The Board of Trustees recognizes the need for the establishment and efficient operation of many groups or departments to support the prime purpose for which the public schools have been organized. Therefore, the Superintendent of Schools, being the chief executive officer for the operation of School District #91, is charged with the responsibility of organizing, staffing, and training of personnel needed to provide support to the educational program. Accountability for the services rendered rests with the Superintendent.

#### **901.1.1 Paraprofessionals, Teachers' Aides and Paraeducators**

Teachers' aides and paraeducators, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Under federal law, a paraprofessional, also known as a "paraeducator," an "education assistant" or an "instructional assistant," is defined as an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certificated or licensed teacher, and includes persons employed in language instruction educational programs, special education programs, and migrant education programs.

Paraeducators are employed by the District mainly to assist the teacher. A paraeducator is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and is responsible for the control and welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties that are newly hired in a Title I school-wide program to have a high school diploma or general equivalency diploma (GED) **and:**

1. Demonstrate through a state approved academic assessment knowledge of and the ability to assist in instructing or preparing students to be instructed as applicable to the academic areas they are providing support in; **or**
2. Have completed at least two (2) years of study at an accredited postsecondary educational institution; **or**
3. Obtained an associate degree or higher level degree;

It is the responsibility of each principal and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first

30 days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides and paraeducators. Evaluation results shall be a factor in future employment decisions.

Legal Reference:

20 USC § 6312 Local Agency Plans, as amended by ESSA of 2015  
20 USC § 6314 School Wide Programs, as amended by ESSA of 2015  
20 USC §§ 7011, 7801 Definitions, as amended by ESSA of 2015  
IDAPA 08.02.02.0007.10.a Paraprofessional.

**901.2 - Responsibility**

To facilitate good management, the Superintendent is empowered to delegate responsibility for major departments or groups to administrative staff members as he/she may choose. All personnel, except administrative staff or department heads, may be hired in accordance with approved personnel provisions without Board approval.

**902.0 - CLASSIFIED EMPLOYEES' HANDBOOK**

The administration shall maintain a **Classified Employees' Handbook** for the purpose of establishing rules and procedures that direct the work of classified employees.

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END OF SECTION 900