

POSITION: PARAPROFESSIONAL

REPORTS TO: Superintendent

DESCRIPTION: "Paraprofessional" means a person certified pursuant to section two-a [§18A-3-2a], article three of this chapter to perform duties in a support capacity including, but not limited to, facilitating in the instruction and direct or indirect supervision of pupils under the direction of a principal, a teacher or another designated professional educator: Provided, That no person employed on the effective date of this section in the position of an aide may be reduced in force or transferred to create a vacancy for the employment of a paraprofessional: Provided, however, That if any employee has held or holds an aide title and becomes employed as a paraprofessional, the employee shall hold a multi-classification status that includes aide and paraprofessional titles in accordance with section eight-b of this article: Proved further, That once an employee who holds an aide title becomes certified as a paraprofessional and is required to perform duties that may not be performed by an aide without paraprofessional certification, he or she shall receive the paraprofessional title pay grade.

QUALIFICATIONS:

A paraprofessional serves in a support capacity including, but not limited to, facilitating the instruction and direct or indirect supervision of pupils under the direction of an educator.

SECTION 12. PARAPROFESSIONAL CERTIFICATE

A. PARAPROFESSIONAL CERTIFICATE (18A-3-2a)

1. Definition and Purpose

- a. A Paraprofessional certificate may be issued to a person who has completed thirty-six (36) semester hours of post-secondary education or its equivalent in subjects directly related to performance of the job as approved by the state board of education.
- b. The paraprofessional is a person who holds the requisite certificate and assignment which requires the individual to perform duties in a support capacity including, but not limited to, facilitating the instruction and direct or indirect supervision of pupils under the direction of a principal, teacher, or another designated professional educator. It is a discrete service personnel category and is not an aide.
- c. The paraprofessional may be assigned responsibility for a classroom when the teacher is attending a professional meeting. (18A-5-4)

2. Conditions for Issuance

A Paraprofessional Certificate is issued on the basis of completion of thirty-six (36) semester hours of post-secondary education or its equivalent in the following areas:

- a. **Basic skills:** The applicant must have completed at least 9 semester hours which include the following basic skills: reading, writing, and mathematical computations. Three hours can be credited for passing each of the Pre-professional Skills Tests (PPST) on reading, mathematics and writing (total 9 hours) or by meeting the state board adopted composite score for American College Test (ACT, 25 or Enhanced ACT of 26) or the Scholastic Achievement Test (1035).
- b. **General Studies:** The applicant must have completed at least 6 semester hours (total) in courses from the humanities, fine arts, the physical or biological sciences and/or the social sciences.

- c. Computer Literacy, Special Education and Professional Education: The applicant must have completed at least 3 semester hours in each of the following areas: computer literacy, special education, classroom management, and human growth and development (or psychology) (Total 12 hours). Classroom management hours (3) may be credited based upon a minimum of two years of service with documentation of the successful use of classroom management skills. Special Education hours (3) may be credited by documentation of a minimum of two years successful service which includes special needs children and a minimum of 10 clock hours of in-service training directly related to special education.
- d. Electives: The applicant must have completed nine (9) semester hours of electives related to public instruction.

Equivalent training may be obtained from state board approved in-service programs or adult technical education programs delivered through county school systems or RESAs provided that the equivalent training for the Paraprofessional Certificate reflects the distribution requirements described above. In-service or adult technical education credit may be equated to semester hours with 15 clock hours of in-service credit equated to one semester hour of credit.

- 3. Area of Specialization
The Paraprofessional Certificate shall be endorsed to serve as a paraprofessional.
- 4. Renewal Requirements
The Paraprofessional Certificate shall be issued as a permanent certificate with no renewal requirements necessary.

RESPONSIBILITIES:

- 1. Maintains positive work habits.
- 2. Performs duties efficiently and productively.
- 3. Maintains and/or upgrades job-related skills.
- 4. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: F

EMPLOYMENT TERM: 200 Days