

**Policy**

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**NONINSTRUCTIONAL AIDES**

The Alloway Township School District, within its financial means, may hire aides as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's constructive involvement with the class. The primary benefit must be to the students.

Lunchroom and playground aides shall be under the supervision of appropriate certified personnel.

The chief school administrator shall submit statements of assurance affirming that all paraprofessional staff hired were employed as instructional or health and safety personnel or in accordance with the requirements of individualized education programs. The statements of assurance shall be submitted biannually to the executive county superintendent no later than September 30 and January 31. All noninstructional aides shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

On or before May 15 in each year, a paraprofessional continuously employed since the preceding September 30 in a school district that receives funding under Title I of the federal Elementary and Secondary Education Act of 1965 shall receive either:

- A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the board of education; or
- B. A written notice that such employment will not be offered.

Adopted: February 24, 1998  
Revised: October 28, 2003, December 2019  
NJSBA Review/Update: April 2025  
Readopted:

**Key Words**

Aides, Noninstructional Aides, Background Check, Personnel Background Check

**Legal References:** N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with  
through -7.5 students; 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 Physical examinations; requirement  
through -5  
N.J.S.A. 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and  
employees; exceptions  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff  
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations  
  
8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

**Possible**

**Cross References:** \*3541.1 Transportation routes and services  
\*3542 Food service

NONINSTRUCTIONAL AIDES (continued)

*4112.4/4212.4	Employee health
*4215	Supervision
*4216	Evaluation
4221	Noninstructional substitutes
*6162.4	Community resources

\*Indicates policy is included in the Critical Policy Reference Manual.