

Alloway Township Board of Education District Policy Manual

Instructional & Support Personnel

Series 4000

Instructional/Non-Instructional Aides

Policy 4123/4222

Date Adopted: February 24, 1998 Date Revised: October 28, 2003

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The Board, within its financial means, may hire aides as recommended by the Superintendent.

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 pupils.

Classroom aides shall be under the supervision of the classroom teacher. Non-instructional aides shall be under the supervision of appropriate personnel as assigned by the Superintendent.

All aide job descriptions must be approved by the County Superintendent. All aides shall be required to comply with the provisions of the law regarding health and security checks.

In accordance with federal law, the Superintendent shall establish procedures to release information, upon request, regarding the qualifications of classroom aides to parents/guardians for any classroom aide who is employed by any school receiving Title 1 funds and who provides instructional assistance to their children.

Qualification of Classroom Aides in Title 1 Schools

All classroom aides hired in schools that receive Title 1 funds shall be qualified in accord with federal law. All such classroom aides must have a high school diploma or its equivalent. All such classroom aides hired after January 8, 2002, except those working as translators or solely in conducting parent involvement activities, also must meet at least one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. 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.

Classroom aides hired before January 8, 2002 must meet these qualifications by January 2006.

Legal References

- NJSA 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact
18A:11-1 General mandatory powers and duties
18A:16-2 through -5 Physical examinations; requirement
18A:54-20 Powers of board (county vocational schools)
- NJAC 6A:32-6.1 et seq. School Employee Physical Examinations
6A:32-4.7 Approval of paraprofessional staff
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.