

LODI UNIFIED SCHOOL DISTRICT

Rule 4222

Personnel

Paraeducators/Paraprofessionals

Qualifications and Duties of Paraprofessionals:

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing and mathematics skills up to or exceeding that required for the district's high school seniors pursuant to Education Code 51220(a) and (f).

A paraprofessional who has passed a comparable proficiency test in another California public school district shall be considered to have met the district's proficiency standards.

Paraeducators shall perform only such duties as, in the judgment of the certificated personnel to whom the paraeducator is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students.

Paraeducators need not perform their duties in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge.

Additional Qualifications and Duties of Paraprofessionals in Title I Programs:

All paraprofessionals hired to work in a program supported by federal Title I funds shall have received a high school diploma or its equivalent.

In addition, paraprofessionals hired on or after January 8, 2002, and by the end of the 2005-06 school year for paraprofessionals hired before January 8, 2002, shall have met at least one of the following criteria:

1. Completed at least two years of study (48+ units) at an institution of higher education
2. Obtained an associate's degree or higher
3. Knowledge of and ability to assist in instructing reading, writing and mathematics, as demonstrated through a local assessment.

A paraprofessional hired on or before January 1, 2003, shall be deemed to have met the proficiency exam requirements of item #3 above if he/she has previously demonstrated, through a local assessment, knowledge of, and an ability to assist in, instructing reading, writing and mathematics.

Items #1-3 above shall not apply to any paraprofessional who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title I programs by acting as a translator, or whose duties consist solely of conducting parental involvement activities consistent with 20 USC 6318.

Paraprofessionals working in a program supported by Title I funds may be assigned to:

1. Provide one-on-one tutoring for eligible students if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
2. Assist with classroom management, such as organizing instructional and other materials
3. Provide assistance in a computer laboratory
4. Conduct parental involvement activities
5. Provide support in a library or media center
6. Act as a translator
7. Provide instructional services to students, provided that the paraprofessional is working under the direct supervision of a teacher

Title I paraprofessionals may assume limited duties that are assigned to similar personnel in non-Title I programs, including duties beyond classroom instruction or that do not benefit Title I students, in the same proportion of total work time as non-Title I paraprofessionals.

The principal of each school operating a Title I program shall annually attest in writing as to whether the school is in compliance with federal requirements regarding the qualifications and duties of paraprofessionals listed above. Copies of attestations shall be maintained at the school and district office and shall be available to the public upon request.

Parental Notification

At the beginning of each school year, parents/guardians shall be notified that they may request information regarding whether their children are provided services by paraprofessionals and, if so, their qualifications.

Legal References: Education Code
44390-44393 California School Paraprofessional Teacher
Training Program
44833 Postsecondary students as non-teaching aides
44835 Duties of non-teaching work study aides
45330 Paraprofessionals
45340-45349 Instructional aides
45350-45354 Teacher assistants
45360-45367 Teacher aides
54480-54486 Special Teacher Employment Programs
Code of Regulations, Title 5
12065-12070 Teacher aides for Special Teacher Employment
Programs
United States Code, Title 20
6311 State plans
6314 School-wide programs
6315 Targeted assistance schools
6318 Parent involvement
6319 Qualifications for teachers and paraprofessionals
Code of Federal Regulations, Title 34
200.58-200.59 Qualifications and duties of paraprofessionals

Rule

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