

May 2014

5:280

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals and Teacher Aides

Paraprofessionals ~~and teacher aides are non-certificated personnel with provide~~ supervised instructional duties; the terms are synonymous. support. Service as a paraprofessional ~~or teacher aide~~ requires an educator license with stipulations endorsed for a statement of approval issued paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE), ~~unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.~~ However, paraprofessionals who hold a bachelor's degree, professional vocational certificate, are completing an approved experience, and/or are student teaching must also complete ISBE's Form 73-95 (Application for Paraprofessional Approval and file it with the Regional Office of Education.).

A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval" issued by the ISBE for this purpose.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals ~~or teacher aides~~, and the requirements in this section do not apply. -In addition, individuals ~~who are~~ completing their clinical experiences and/or student teaching do not need to comply with this section, provided they ~~their service~~ otherwise qualify for instructional duties under complies with ISBE rules.

Non-certificated Noncertificated and Unlicensed Personnel working Working with Students and Performing Non-Instructional Duties

~~Non-certificated Noncertificated and unlicensed~~ personnel, ~~including paraprofessionals and teacher aides, performing non-instructional duties~~ may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., ~~computer~~ computers, video, and audio); detention and discipline areas, and school-sponsored extracurricular activities);
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a ~~non-certificated noncertificated~~ person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. ~~All coaches must successfully complete a District-approved coach training program.~~ Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: -(1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained ~~Automatic~~ Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.- Anyone

performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. - The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. -New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: —No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
—625 ILCS 5/6-104 and 5/6-106.1.
—23 Ill.Admin.Code §§1.630 and 25.510, ~~25.520~~.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285, (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

~~ADOPTED: November 6, 2001~~

~~AMENDED: August 20, 2012~~