

In compliance with “No Child Left Behind Act of 2001,” para-professionals shall have:

- (A) completed at least two (2) years of study at an institution of higher education,
- (B) obtained an associate’s degree (or higher), or
- (C) met a rigorous standard of quality and can demonstrate through an assessment designated by the State Department of Education (a knowledge of and ability to assist in instructing, reading, writing, and mathematics, or knowledge of, and the ability to assist in instructing, reading, readiness, and mathematics readiness, as appropriate).

**CLARIFICATION:** The receipt of a secondary school diploma or its recognized equivalent shall be necessary but not sufficient to satisfy the requirements letter “C” specified above.

**EXCEPTIONS FOR TRANSLATION AND PARENTAL INVOLVEMENT ACTIVITIES:**

A para-professional who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in instructional programs by acting as a translator or whose duties consist solely of conducting parental involvement activities, or whose duties consist of providing signing for the hearing impaired.

**EXISTING PARA-PROFESSIONALS:** All para-professionals hired before the date of enactment of the “No child Left Behind Act of 2001” shall, not later than four (4) years after the date of enactment, satisfy the requirements in items “A,” “B,” or “C” above.

**DUTIES OF PARA-PROFESSIONALS:** A para-professional may be assigned:

- (A) to provide one-on-one tutoring if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,
- (B) to assist with classroom management, such as organizing instructional and other materials,
- (C) to provide assistance in a computer laboratory,
- (D) to conduct parental involvement activities,
- (E) to provide support in a library or media center,
- (F) to act as a translator,
- (G) to provide instructional services designed by the direct supervisor,
- (H) to perform limited non-instructional duties, and

(I) to perform any other assigned tasks within State and federal guidelines and regulations.

OTHER CONSIDERATIONS: Para-professionals work under the direct supervision of the principal and teachers specified by the principal. Para-professionals are not to administer or prescribe punishment to students. Student misbehavior should be reported to the teacher or principal. Para-professionals are not responsible for planning a program of study for students. Para-professionals who work under the supervision of a classroom teacher are to conform to the standard set for teachers in the area of ethics, dress, et. Para-professionals are ultimately responsible to the school principal and in no case shall the para-professional discharge duties assigned by the classroom teachers that are in conflict with administrative policies, procedures, or requests.

LEGAL REFERENCE: No Child Left Behind Act of 2001

CROSS REFERENCE: Board Policy IFBA – ASSISTANT TEACHER PROGRAM