

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 Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

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

Non-certificated Personnel with Instructional Duties in a Program Supported with Federal Funds Under Title I

Non-certificated personnel with instructional duties in a program supported with federal funds under Title I are known as "paraprofessionals." They shall have the duties and qualifications as described in Title I of the Elementary and Secondary Education Act and rules adopted by the US Department of Education, as well as qualifications as determined by the Illinois State Board of Education. At a minimum, newly hired paraprofessionals must have:

1. Completed at least 2 years of study at an institution of higher education;
2. Obtained an associate's or higher degree; or
3. Met a rigorous standard of quality and can demonstrate, through a formal State or local assessment, knowledge of relevant subjects.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not "paraprofessionals" and the requirements in this section do not apply.

Non-certificated Personnel with Instructional Duties in a Program That Is Not Supported with Federal Funds Under Title I

Non-certificated personnel with instructional duties in a program that is not supported with federal funds under Title I are known as "teacher aides." They shall have the qualifications as determined by the Illinois State Board of Education. They may be used:

1. To assist with academic programs under a certificated teacher's immediate supervision; or
2. For providing specialized instruction in fields in which their knowledge and skills make them particularly qualified, provided they are under a certificated teacher's direction and the District receives the Regional Superintendent's approval.

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

Non-certificated and unlicensed personnel, including paraprofessionals and teacher aides, may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., 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 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. Regardless of whether the athletic activity is regulated 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 Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. The Superintendent or designee shall ensure that all coaches have completed appropriate training programs. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act.

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. Adm. Code §§ 1.630 and 25.510

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

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