

AR 4222 Instructional Aides - Paraprofessionals

Qualifications and Duties of Instructional Aides/Paraprofessionals

No person shall be initially assigned to assist in instruction as an instructional aide/paraprofessional unless he/she has demonstrated proficiency in reading, writing and mathematics skills up to or exceeding that required by the district proficiency exam administered for all applicants for the instructional aide position.

An instructional aide/paraprofessional who has passed a proficiency test in another district shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

Instructional aides shall perform only such duties as, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45344)

Instructional aides need not perform their duties only 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. (Education Code 45344)

All instructional aides/paraprofessionals shall have received a high school diploma or its equivalent.

Additional Qualifications and Duties of Instructional Aides/Paraprofessionals

In addition, at least one of the following criteria shall be met by instructional aides/paraprofessionals hired on or after January 8, 2002.

1. Completed at least two years of study at an institution of higher education.

In accordance with the definition adopted by the State Board of Education, "two years of study" shall be equal to 48 semester units or equivalent quarter units.
2. Possession of an associate's degree or higher.
3. Knowledge of and the ability to assist in reading, writing, and mathematics, as demonstrated through a local or state assessment.

Parental Notification

At the beginning of each school year, a parent/guardian shall be notified that he/she may request information regarding whether his/her child is provided services by instructional aides/paraprofessionals and, if so, their qualifications. (20 USC 6311)

Board Approved:
November 10, 2016
November 16, 2006
August 19, 2004
Effective Date: August 19, 2004