

TEACHER ASSISTANTS

It is the policy of the Perry Board of Education that teacher assistants will be employed for the school term only. Employment will be offered if funds are available, the educational need exists in a particular program, and the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a teacher's assistant or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until January 1, 2006, to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district *[is/becomes]* a school-wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants.

1. Teacher assistants should be able to type, and operate duplicator, copier, fax, and other office related equipment.
2. Teacher assistants are usually employed to assist the classroom teachers and administrators on a nine month basis.
3. Teacher assistants will report to work dressed in a proper manner, in appropriate attire for the profession.
4. Teacher assistants are responsible to the building administrator to which they are assigned and only by the recommendation of the building administrator will they be employed for another year.
5. Teacher assistants are subject to reassignment in the school district at the discretion of the administration.
6. If an assistant has any questions regarding a certain job assignment, the assistant should contact the building principal for specific instruction.
7. A teacher assistant will receive ten (10) days sick leave per year cumulative to one-hundred thirty (130) days. Three days may be used as personal leave.
8. The board of education may require certification of illness by one or more medical doctors to provide evidence of illness or tardiness before honoring sick leave. Any attempt by an employee to take unfair advantage of sick leave will constitute grounds for dismissal.

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9. The assistant will, with superintendent's approval, be off on all scheduled teachers holidays or professional days. The assistant will have the same arrival time and departure time as teachers.
10. The use of alcohol or consuming non-prescriptive drugs on school premises will be grounds for immediate dismissal.
11. Teacher assistants should be careful of discussing or making harsh statements about students, faculty, board members, or any social organizations because many statements made in jest could have severe complications.

Teacher assistants are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.
2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.
4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.
5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Teacher assistants will only be used to perform, or assist a classroom teacher to perform, the following duties:

- * Hallroom duty
- * Bus duty
- * Playground duty
- * Lunchroom duty
- * Extracurricular activities involving school functions

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* Other noninstructional duties as the superintendent may prescribe

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title IV-A funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

**REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.
P. L. 107-110, No Child Left Behind Act of 2001**

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT.***