

## CHAPTER 6.00 – HUMAN RESOURCES

### EDUCATIONAL PARAPROFESSIONAL

6.144\*

Paraprofessionals, instructional and non-instructional are persons assigned by the School Board to assist an instructional staff member in performing his/her instructional or professional duties or responsibilities. An instructional paraprofessional has additional responsibilities consistent with the requirements of the Federal No Child Left Behind Act.

- (1) The conditions of employment of an instructional paraprofessional assigned in the classroom and working with students shall meet one of the following:
  - (a) Complete at least two (2) years of study at an institution of higher education.
  - (b) Obtain an associate's degree (or higher); or
  - (c) Meet a rigorous standard of quality and demonstrate, through a formal State or local academic assessment:
    1. knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
    2. knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Present a complete set of fingerprints for review by FBI and the FDLE.

Paraprofessionals hired prior to August 1, 2002, who do not meet the qualifications above (a-c) have until January, 2006 to complete them.

- (2) The conditions of employment of a non-instructional paraprofessional not assigned to a classroom or working in the instructional program with students shall include the following.
  - (a) Have a high school diploma or hold a high school equivalency diploma issued pursuant to State of Board of Education rules.
  - (b) Be at least eighteen (18) years of age.
  - (c) Present a complete set of fingerprints for review by FBI and the FDLE.

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- (3) The principal shall assure that the paraprofessional assigned to the school possesses a clear understanding of state and District rules relating to paraprofessional responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.
- (4) It shall be the principal's responsibility to assure the School Board and the Superintendent that each paraprofessional possesses a clear understanding of all state and District instructional practices and rules relevant to a paraprofessional's responsibilities if he/she is expected to assist a teacher in promoting learning activities. When a paraprofessional (instructional or non-instructional) is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.
- (5) The paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each paraprofessional.
- (6) A paraprofessional shall not perform any of the following duties:
  - (a) Establish instructional objectives;
  - (b) Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
  - (c) Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
  - (d) Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.
- (7) The principal and instructional staff members who are assigned paraprofessional personnel shall be responsible for assigning duties

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which are consistent with Florida Statutes, State Board of Education rules, and School Board rules and other controlling regulations.

### **STATUTORY AUTHORITY:**

**1001.41; 1012.22; 1012.23, F.S.**

### **LAWS IMPLEMENTED:**

**1001.43; 1012.22;  
1012.32; 1012.37, F.S.  
34 CFR 200**

### **STATE BOARD OF EDUCATION RULES:**

**6A-1.070; 6B-1.006**

### **HISTORY:**

**ADOPTED:  
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