

POLICY

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4123

CLASSROOM AIDES (Paraprofessionals)

The board, within its financial means, may hire aides (paraprofessionals) either as employees or outsourced through shared services as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's (paraprofessional's) constructive involvement with the class. The primary benefit must be to the pupils.

Classroom aides (paraprofessionals) shall be under the supervision of the classroom teacher.

The chief school administrator shall submit statements of assurance affirming that all paraprofessional staff hired, were employed as instructional or health and safety personnel or in accordance with the requirements of individualized education programs. The statements of assurance shall be submitted biannually to the executive county superintendent no later than September 30 and January 31. All aides (paraprofessionals) shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

In accordance with federal law, the chief school administrator shall establish procedures to release information, upon request, regarding the qualifications of classroom aides (paraprofessionals) to parents/guardians for any classroom aide (paraprofessional) who is employed by a school receiving Title I funds and who provides instructional assistance to their children.

On or before May 15 in each year, a paraprofessional continuously employed since the preceding September 30 in a school district that receives funding under Title I of the federal Elementary and Secondary Education Act of 1965 shall receive either:

- A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the board of education; or
- B. A written notice that such employment will not be offered.

Qualification of classroom aides (paraprofessionals) in Title I schools

All classroom aides (paraprofessionals) paid in whole or in part with Title I funds shall be qualified in accord with federal law. All such paraprofessional (classroom aides) must have a high school diploma or its equivalent. All such classroom aides (paraprofessionals), except those working as translators or solely in conducting parent involvement activities, also must meet one of the following criteria:

- A. Completed at least two years of study at an institution of higher education;
- B. Obtained an associate's (or higher) degree; or
- C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Benefits Procedures

The Franklin Township Board of Education will provide eligible (30+ hours per week) classroom aides/paraprofessionals with single (health only) benefit coverage, at the lowest level plan available by the current health insurance plan provider, less the required State contribution. Eligible classroom aides/paraprofessionals will also have the option to purchase coverage for eligible dependents at 100% of the cost of the premium in excess of the single benefit plan.

Eligibility means the date the employee is eligible to receive benefits. It is NOT the same as the employee's date of hire. If an employee is currently a part-time employee and not eligible for benefits and he/she becomes eligible on September 16, 2019 or later, he/she is eligible for single benefits after the mandatory waiting period as set forth by the current health insurance plan provider.

If an eligible classroom aide/paraprofessional has other health coverage and chooses to decline enrollment in the coverage offered by the Franklin Township Board of Education, payment will be made to the classroom aide/paraprofessional for such waiver of coverage. The eligible classroom aide/paraprofessional will be requested to sign a waiver of coverage form for District recording purposes.

All premium contributions, pursuant to New Jersey P.L. 2011, Chapter 78 or the Franklin Township Board of Education procedure or policy, shall be deducted under Section 125 on a pre-tax basis.

Leave (Sick, Personal, Bereavement)

Sick Days, Personal Days, Bereavement Days for paraprofessionals will be equivalent to that of other district 10-month employees.

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