

## EDUCATION AIDE

Nebraska State Statute affords schools the opportunity to employ persons who do not hold valid Nebraska teaching certificates to serve as aides to a teacher or teachers. Such teacher aides may not assume any teaching responsibilities. A teacher aide may be assigned duties which are non teaching in nature if the employing school has assured itself the aide has been specifically prepared for such duties, including the handling of emergency situations which might arise in the course of his/her work.

The district may employ paraprofessionals to serve as teacher aides to enhance the effectiveness of certificated teachers in the classroom. Teacher aides shall be employed in order to provide differentiated services and programs to meet the individualized needs of students in the district. A non-certificated aide may not, under any circumstances, replace the classroom teacher. The aide may not be assigned to undertake any of the teacher's professional responsibilities.

Teacher aides shall receive pre service and in service training as deemed appropriate by the school district. Training should include an understanding of the operating procedures and policies of the employing school, an explanation of the role of the aide, the role of the teacher, and the roles of others with whom the aide will be working.

## Role of the Administrator

The school administration must provide leadership in establishing and maintaining teacher aide programs. It is the responsibility of the school administrator to involve both teachers and administration in the development of a rationale and policies for the use of teacher aides. The administration has the responsibility of:

1. The development of effective ways to utilize teacher aides.
2. Writing job descriptions for the various categories of aides.
3. The assignment of aides.
4. The supervision of aides.
5. Provide information about the teacher aide program which interprets the objectives of the program to parents, teachers, students and other interested people in the community.
6. Developing criteria for the selection of aides.
7. The recruitment of aides.
8. Providing pre-service and in-service training for aides.
9. Evaluating the aide program and making recommendations for improvement.
10. Providing a system for the evaluation of aides and their contribution to the total school program.

Approved \_\_09/13/2010\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

### Role of the Classroom Teacher

The teacher has certain responsibilities to carry out which cannot be assigned to teacher aides. These responsibilities are:

- Diagnosing student needs,
- Evaluating student progress,
- Reporting student progress,
- Prescribing learning activities,
- Planning the instructional program.

The teacher aide may do tasks that help the teacher in accomplishing these responsibilities but must always be under the supervision of the teacher and may never assume or be assigned these responsibilities solely.

### Role of the Teacher Aides

The teacher aides may assist the teachers and other certified staff members in fulfilling all the policies of the school. The classroom teacher must assume full responsibility for the instruction of the children but the aides may assist. Aides can and should be used for the specific purpose of assisting the teacher and other staff members in improving the instructional program for students.

Several other principles to be considered in defining the role of teacher aides are:

1. The aides should carry out the instructions given by the teacher or planned cooperatively by the teacher and the aide.
2. The aide should receive confidential information only when necessary and be instructed how to use it.
3. Confidential matters dealing with children should not be discussed publicly.
4. The aide will attend faculty meetings, parent meetings, and other related functions as directed by the principal and the teacher.
5. The aide will recognize that the teacher is in charge of the classroom.
6. The success of a teacher aide will depend largely upon his or her relationship with the teacher; therefore, the teacher and the aide should:
  - A. Work as a team with the teacher making the final decisions.
  - B. Exhibit mutual trust, confidence, understanding, and consideration.
  - C. Be a good listener.
  - D. Be aware of individual differences.
  - E. Be honest and straightforward in comments.

F. Maintain and reflect a healthy sense of humor.

#### Criteria for Selection of Teacher Aides

The qualifications of teacher aides are dependent upon specific duties assigned to them. Aids must have some understanding and training in working with children. They must also realize that there are limitations to what they can and cannot do. Appearance, dress, speech, theory of education, and experience are all less important than a like for children.

#### Conditions of Employment

The needs of students in the district consistently change. The use of aides shall be determined in accordance with verified needs of the district, and the district's ability to provide compensation for the teacher's aide position. Employment shall be based on an as needed basis. When possible, employment shall be projected for a school year in order to provide the most efficient and effective use of teacher aides.

Salary shall be based on a per hour basis with the hourly amount to be set and approved by the board. Payment shall be made on the regularly scheduled pay date, which at this time is the 15th of each month. Ten days of sick leave per year accumulative to 15 days. Sick leave may be used for personal illness and a maximum of ten days each year for illness or death or emergencies in the employee's immediate family (children, mother, father, brother, sister, spouse, spouse's parents, or grandchildren) or as approved by the Superintendent. One personal day per year may be allowed for personal business which cannot be taken care of outside of school hours. Personal day is not accumulated. Any additional benefits shall receive the approval of the Board of Education. Teacher aides are considered at-will employees and termination of employment can be initiated by either the employee or school district.