

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their services otherwise complies with ISBE rules.

Rights, Responsibilities and Duties

All employees shall:

1. be responsible to the administrator or supervisor to whom they are assigned,
2. perform such duties and responsibilities as assigned,
3. keep records and make reports as the supervisor shall require, and
4. maintain such standards of service as are required in their respective positions.

Non-licensed Personnel Working with Students Performing Non-Instructional Duties

Non-licensed personnel performing non-instructional duties may be used:

1. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
2. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non-licensed person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

LEGAL REF.: 34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code .
23 Ill. Admin. Code §§1.280, 1.630, 25.520.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35
(Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of
Employment and Dismissal), 6:250 (Community Resource Persons and
Volunteers)

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