

## **Instruction Personnel -- Non-Certified**

### **Title I Paraprofessionals**

A Title I paraprofessional is an individual who provides instructional support for students in a Title I Schoolwide or Targeted Assistance Program, supported with Title I, Part A funds.

Title I paraprofessionals may perform the following instructional support duties:

- Provide one-on-one tutoring for eligible students if the tutoring is scheduled at a time when the student would not ordinarily be receiving instruction from the regular teacher
- Assist in classroom management
- Conduct parent involvement activities
- Assist in computer instruction
- Provide instructional support in a library or media center
- Act as a translator
- Provide instructional support services under the direct supervision of qualified teachers

Title I paraprofessionals may assume limited non-instructional duties, even if they benefit non-Title I students, in the same proportion to their total work time as non-Title I paraprofessionals.

Title I paraprofessionals do not include individuals who have only non-instructional duties such as providing technical support for computers, providing personal care services or performing clerical duties.

### **Qualifications**

Title I paraprofessionals, regardless of hiring date, must have earned a secondary school diploma or its recognized equivalent (except for those who act as translators to enhance the participation of limited English proficient students or whose activities consist solely of conducting parent involvement activities.)

Title I paraprofessionals hired after January 8, 2002 must have:

1. Completed at least two years of study at an institution of higher education or obtained an associate's or higher degree; or
2. Demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing, as appropriate:
  - a. Reading/language arts, writing and mathematics; or
  - b. Reading readiness, writing readiness, and mathematics readiness

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### **Title I Paraprofessionals** (continued)

Title I paraprofessionals hired on or before January 8, 2002 must meet the above qualifications no later than January 8, 2006. A paraprofessional who was initially hired on or before January 8, 2006, but who, because of the District's fiscal constraints, was laid off at the end of one school year is considered an "existing" paraprofessional if the individual was rehired when the District recalled laid-off paraprofessionals such that the individual has continuous years of employment. A paraprofessional rehired by the District after one year from the date the layoff occurred will be considered a "new" paraprofessional.

In addition, if it is determined that a new paraprofessional, to be hired by the District, has met the Title I qualification requirements in another school district, that individual will be considered to have met the requirements if hired by this District.

These qualifications do not apply to paraprofessionals working in Head Start programs unless said program is jointly funded with Title I, Part A funds and the paraprofessional's salary is paid with Title I, Part A funds.

### **Notice to Parents**

An annual written notice shall be provided to parents of students enrolled in a Title I Schoolwide or Targeted Assistance Program telling them they may request information about any paraprofessionals who provide instructional support for their child. The notice may be combined with a notice regarding Title I teacher qualifications.

(cf. 4222 – Teacher Aides/Paraprofessionals)

(cf. 6159.1 – Teacher Aides)

Legal Reference:      42 U.S.C. 653(a) Personal Responsibilities and Work Opportunity  
                                 Reconciliation Act  
                                 15 U.S.C. et. seq., Fair Credit Reporting Act  
                                 20 U.S.C. Section 1119(c), No Child Left Behind Act of 2001  
                                 20 C.F.R. 200.59 Federal Regulations

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STAFFORD PUBLIC SCHOOLS  
Stafford, Connecticut