

**Jackson County
School District 9**

Code: **GDA**
Adopted: 1/14/04
Readopted: 06/14/06; 11/18/15

Educational Assistants/Library Coordinators

Instructional assistants/library coordinators shall be hired by the superintendent or his/her designee.

All instructional assistants and library coordinators must:

1. Have a high school diploma or the equivalent;
2. Be at least 18 years of age or older; and
3. Have standards of moral character as required of teachers.

Instructional assistants and library coordinators who provide instructional support must have earned a secondary school diploma or equivalent. Additionally, these instructional assistants and library coordinators must have:

1. Completed at least two years of study (72 quarter hours) at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment or para-professional certificate program, knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.

The general responsibilities of an instructional assistant/library coordinator shall be outlined in a job description. The major responsibility shall be to assist the classroom teacher, specialist or supervisor with instruction. The instructional assistants/library coordinators shall be under the supervision of the appropriately licensed classroom teachers, specialist or supervisor.

Instructional assistants/library coordinators shall not be used by the district or teacher as substitute teachers. The responsibility for classroom supervision remains with the teacher at all times.

In an emergency an instructional assistant may be left in charge of a class for a brief period of not more than 90 minutes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 342.120](#)

[OAR 581-022-1710\(2\)](#)

[OAR 581-037-0005 to -0025](#)

[OAR 584-005-0005\(41\)](#)

No Child Left Behind Act of 2001, 20 U.S.C. § 6319 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.