

Paraprofessionals

Paraprofessionals¹ shall be hired by the superintendent.

All paraprofessionals must:

1. Have a high school diploma or the equivalent;
2. Be at least 18 years or older;
3. Have standards of moral character as required of teachers;
4. Completed at least 72 quarter credits at an institution of higher education; or
5. Obtained an associate's or higher degree; or
6. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment or paraprofessional 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.

In addition to the above, paraprofessionals providing translation services must demonstrate proficiency and fluency, knowledge of, and ability to provide accurate translations from a language other than English into English and from English into another language.

The general responsibilities of an paraprofessional shall be outlined in a job description. The major responsibility shall be to assist the classroom teacher, specialist or supervisor with instruction. The paraprofessional shall be under the supervision of the appropriately licensed classroom teachers, specialist or supervisor. Other supporting tasks may include, but not limited to are: clerical support, student control, personal care, translation or parent/family involvement activities and media center or computer laboratory support.

Paraprofessionals shall not be used as substitute teachers without appropriate licensure and pay.

¹Paraprofessionals may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional services to students while working under the direct supervision of a teacher. Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds, including duties beyond classroom instruction or that do not benefit participating Title I children. However, the amount of time spent on such duties must equal the same proportion of total work time as similar personnel at the same school.

These requirements do not apply to a paraprofessional: (1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title I programs by acting as a translator; or (2) whose duties consist solely of conducting parental involvement activities.

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\(41\)](#)

OR. DEP'T OF EDUC., SUGGESTED PERSONNEL POLICY GUIDELINES FOR SCHOOL DISTRICTS - EDUCATIONAL
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.