

**Warrenton Hammond
School District 30**

Code: **GDA**
Adopted: 10/12/04
Readopted: 12/14/10
Orig. Code(s): GDA

Educational Assistants

Educational assistants shall be hired by the Board upon recommendation of the superintendent.

All educational assistants must:

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

In addition to the above, educational assistants providing translation services must have **certification demonstrated 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.

Educational assistants¹ who work in Title I programs and provide instructional support must have earned a secondary school diploma or equivalent. Additionally, these educational assistants must have:

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

¹Educational assistants may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is schedule at a time when a student would not otherwise receive instruction from a teachers; (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. Educational assistants 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 children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Education assistants hired before January 8, 2002 have until January 1, 2006 to meet these requirements.

These requirements do not apply to an educational assistant: (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.

The general responsibilities of an educational assistant shall be outlined in a job description. The major responsibility shall be to assist the classroom teacher with instruction. The educational assistants shall be under the supervision of the classroom teachers.

Educational assistants 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 educational assistant may be left in charge of a class for a brief period.

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 -0030](#)

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).