

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 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 Illinois State School Board (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 service otherwise complies with ISBE rules.

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

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

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities,
2. 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 public health emergency, in accordance with ISBE rule; or
3. For non- licensed duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non-certificated 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 and trainers shall have the qualifications required by any association in which the 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 Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Bus Drivers

All school bus drivers must have a valid school bus driver permit.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, 5/10-22.34b
625 ILCS 5/6-104 and 5/6-106.1., Ill. Vehicle Code.
23 Ill.Admin.Code §§2 1.630 and 25.510

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

ADOPTED: February 21, 2023