

**PARAPROFESSIONAL PROGRAM**

Programs and procedures for the utilization of paraprofessionals and educational assistants shall be developed mutually by the certificated staff, the primary responsibility resting with the staff of the school(s) involved. These programs and procedures shall be consistent with the following guidelines:

- 1) Paraprofessionals and educational assistants shall be responsible to certificated employees with whom they work.
- 2) Paraprofessionals and educational assistants shall possess the skills and knowledge necessary for the conduct of their jobs. Training for specific jobs shall be the responsibility of the certificated staff with whom each paraprofessional and educational assistant works.
- 3) The job descriptions for paraprofessionals and educational assistants shall include tasks which are supportive to the certificated staff. In general, it is recognized that the diagnosing of student learning needs and the prescribing of learning activities are the responsibilities of the certificated staff.
- 4) If the job performance of a paraprofessional or educational assistant is unsatisfactory in the opinion of the certificated staff member(s) involved, the principal shall be notified and shall initiate procedural steps to correct the situation.



<i>POLICY ADOPTED</i>	<i>May 28, 1974</i>
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