

## **Educational Assistants**

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

Educational assistants<sup>1</sup> 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 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 in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.

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.

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<sup>1</sup> Educational assistants 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. 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.

Educational 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.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 332.505

ORS 342.120

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*Suggested Personnel Policy Guidelines for School Districts - Educational Assistants*, Oregon Department of Education (1990).

No Child Left Behind Act of 2001, P.L. 107-110, Title I, Section 1119.