

## 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 and Licensed Teacher Aides

"Paraprofessionals" and "licensed teacher aides" provide supervised instructional support. Personnel performing instructional support activities must hold a current educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (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-Certificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Non-certificated and unlicensed 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
3. For non-teaching 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 and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances. 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. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State Law.

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, and 5/10-22.34b.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill. Admin. Code §§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)  
5.285 (Drug and Alcohol Testing for School Bus and Commercial  
Vehicle Drivers)  
6.250 (Community Resource Persons and Volunteers)

Adopted: November 19, 1996  
Revised: August 17, 1998  
Revised: May 28, 2002  
Revised: November 24, 2003  
Revised: October 25, 2004  
Revised: June 26, 2006  
Revised: 22 February 2010  
Revised: 23 July 2012  
Revised: 22 September 2014