

Educational Support Personnel

Duties and Qualifications

All support staff must meet qualifications specified in job descriptions and be able to perform the essential tasks listed and/or assigned.

Special Education Paraprofessional Aides with Teaching Certification
Special Education Paraprofessional Aides without Teaching Certification
Special Education Paraprofessional Aides Trained in Physical Management
Special Education Paraprofessional Aides with Bus Driver Certification
School Bus Aide
Speech-Language Paraprofessional
Early Childhood Bi-Lingual Paraprofessional Aides
Library Aides
Supervision Coordinators
Nurse's Aides
Food Service
Food Service Cashier

The above are non-teaching or voluntary personnel who may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the Superintendent's approval; or
5. For providing specialized instruction in fields in which they are particularly qualified, due to their knowledge or skills, under a certificated teacher's direction and with the regional superintendent's approval.

Non-certificated personnel may be used as supervisors, chaperones, or sponsors, either on a voluntary or on a compensated basis, for non-academic school activities.

Notwithstanding the above, all paraprofessionals, hired after January 8, 2002 and working in a program supported with Title I funds, shall have the duties and qualifications as described in Title I of the Elementary and Secondary Education Act.

Business Official—Financial Director
District Secretary
Building Secretary
Nurse
Technology Director
Director of Building and Grounds
Building Maintenance Supervisor
Custodial Staff
Custodial Staff with Bus Driver Certification
Food Service Director

The above must meet qualifications specified in job descriptions and be able to perform the essential tasks listed and/or assigned.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

Coaches and Athletic Trainers

Athletic coaches shall have the qualifications required by any athletic association in which the School District maintains a membership.

LEGAL REF.:

Sec. 1119 of the No Child Left Behind Legislation of 2001.
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.

CROSS REF.:

4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

Policy Reviewed April 2008
Policy Adopted May 2008

Policy Reviewed June 2008
Policy Adopted August 2008

Policy Reviewed January 2009
Policy Adopted February 2009

Policy Adopted September 2009

The Collective Bargaining Agreement will supersede any personnel policy that is contradictory to the Collective Bargaining Agreement between the CCSD 180 Board of Education and the Teachers' Organization of Palisades – IEA/NEA.