

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.31* - Teacher Aides and Volunteers

POLICY

A teacher aide is any person employed by the Board to assist members of the instructional staff in carrying out their instructional or professional duties and responsibilities. (1000.01 (23))

A school volunteer is any nonpaid person who may be appointed by the Board or its designee. School volunteers may include, but are not limited to, parents, citizens, students, and others who assist the teacher or other members of the school staff. (1000.01 (24))

- (1) The conditions of employment of a teacher aide shall be the same as for other educational staff professionals, and in addition, a teacher aide shall meet the following requirements:
 - (a) Be at least a high school graduate or shall hold an equivalency diploma recognized by the Florida Department of Education. Upon being recommended for initial employment, each teacher aide applicant must achieve a satisfactory score on a written test of basic mathematics and communication skills developed and administered by the county staff;
 - (b) In accordance with the Every Student Succeeds Act instructional aides must:
 - (i) Hold an associate's or higher degree; or
 - (ii) Two (2) years of study at an institution of higher education; or
 - (iii) A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, mathematics readiness;
 - (c) Meet the health requirements established for certified personnel;
 - (d) Shall be at least 18 years of age or the same age required for certified personnel; and
 - (e) Present a complete set of fingerprints upon initial employment and every five (5) years thereafter, taken by a properly trained District employee, and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation.

CHAPTER 6.00 - SCHOOL ADMINISTRATION

- (2) It shall be the responsibility of the principal of the school to which the aide or volunteer is assigned to assure the Board and the Superintendent that the teacher aide or volunteer who is assigned responsibility for the safety, welfare, and health of pupils possesses a clear understanding of state and district rules, policies, and regulations relating to their responsibilities. When the aide or volunteer is assigned duties requiring knowledge of rules, regulations or policies of a special nature, it is the responsibility of the principal and the staff member to whom he/she is assigned to ascertain in advance that the aide or volunteer possesses the necessary knowledge to perform such duties in a proper and reasonable manner.
- (3) It shall be the responsibility of the principal to assure the Board and the Superintendent that each teacher aide or volunteer, who at any time is expected to assume responsibility for assisting a teacher in promoting pupil learning, possesses a clear understanding of all state and district instructional practices and policies relevant to a teacher aide's responsibilities. When an aide or volunteer is assigned duties requiring knowledge of instructional practices and policies of a specialized nature, it is the responsibility of the instructional staff member to whom he/she is assigned to ascertain in advance that the teacher aide or volunteer possesses the necessary knowledge. (6A-1.070(1)(d))
- (4) Each time an aide or volunteer is assigned to assist a staff member whom he/she has not assisted before, and each time he/she is assigned a type of duty which he/she has not satisfactorily performed, the individual shall complete a period of supervised practice. The length of such supervised practice may vary depending upon capability and prior experience. A record shall be maintained in each school to show the length, nature and inclusive dates of each supervised practice assignment for each teacher aide or volunteer.
- (5) Teacher aides or volunteers shall not perform any of the following:
 - (a) Establish instructional objectives;
 - (b) Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives;
 - (c) Make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives;
 - (d) Make judgments regarding the attainment of instructional objectives unless these judgments are based on clear and objective criteria; or
 - (e) Assign or administer punishment. (6A-1.070(2)(a-d), SBER)

CHAPTER 6.00 - SCHOOL ADMINISTRATION

- (6) It shall be the responsibility of the principal of a school and of each member of the instructional staff who is assisted by a teacher aide or volunteer to see that those assigned are consistent with Florida Statutes, State Board of Education Regulations, and the provisions of this rule. Any member of the instructional staff who willfully and deliberately violates the provisions of this rule shall be reported to the Board by the Superintendent for such action as the Board deems proper.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1012.37, 1012.22 (5), F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.070; 6B-1.006

HISTORY:

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