

HIRING OF NON-CERTIFIED PERSONNEL

The Superintendent is directed to oversee the recruitment and hiring process for non-certified personnel, and has the authority to hire non-certified employees. Prior to hiring Para-educators, the Superintendent's office shall determine whether the applicant meets the qualifications.

Training

It is the responsibility of the Superintendent or designee to coordinate activities and training sessions that will aid non-certified personnel in learning the requirements of their position.

Prior to assuming his/her duties, each non-certified employee will be advised of local policies relevant to their specific responsibilities.

Para-educators

Para-educators, as defined in appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility. The nature of the work accomplished by Para-educators will encompass a variety of tasks that may be inclusive of "limited instructional duties." Para-educators are employed by the District mainly to facilitate student learning. A Para-educator is an extension of the teacher. The teacher legally has the direct control and supervision of the classroom and responsibility for control and the welfare of the students.

Probationary Period

A probationary period for non-certified personnel is defined as the first ninety days of employment for a new employee or for an employee who has been rehired following a break in service.

The probationary period will be used to allow the immediate supervisor time to closely evaluate the employee, and to encourage effective adjustment to the position. Only employees who meet acceptable standards of work during the probationary period will be retained.

The immediate supervisor must decide before the completion of the probationary period as to whether the employee has successfully passed the probationary period or should be dismissed prior to the end of the ninety days.

Evaluation

The Superintendent or his/her designee shall develop and implement procedures for an annual evaluation of Para-educators. Evaluation results shall be a factor in future employment decisions.

First Reading:	May 18, 2005
Second Reading:	July 20, 2005
Revised, First Reading:	May 7, 2014
Second Reading & Approval:	June 4, 2014