

PERSONNEL

GENERAL PERSONNEL - VOLUNTEERS

1) Volunteer non-certificated personnel may be utilized as paraprofessionals (or “teacher aides”) to assist in the instruction of pupils under the immediate supervision of a teacher who holds a valid certificate and is directly engaged in teaching subject matter or conducting activities. To “assist in the instruction of pupils” means to support teachers through interactions with students that will help them master curricular content, such as by tutoring; or to assist with classroom management, such as by organizing instructional materials.

Volunteers utilized as paraprofessionals shall be under the direct supervision and control of a fully certificated teacher when assisting with instruction, whether this occurs in classrooms, laboratories, shops, playgrounds, libraries, or other educational settings where instructional judgment requires the supervision of a fully certificated teacher. The certificated teacher shall be responsible for planning the activities to be conducted by the paraprofessional and for evaluating the pupils with whom the paraprofessional works. The teacher must be continuously aware of the non-certificated person's activities and shall be able to control or modify them.

Volunteers utilized as paraprofessionals shall not be utilized as substitutes for or replacement of certificated teachers, and they shall not have equivalent responsibilities. Certificated teachers shall exercise professional judgment when assigning duties to paraprofessionals and shall retain the responsibility for determining students' scholastic activities.

2) Volunteer non-certificated personnel may also be utilized for non-teaching duties that do not require instructional judgment or evaluation of pupils, and for supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media such as computers, video, and audio, and detention and discipline areas, and school sponsored extracurricular activities.

3) In addition, volunteer non-certificated personnel, of good character, may be designated as supervisors, chaperons, or sponsors on a voluntary basis for school activities not connected with the academic program of the schools.

Volunteer non-certificated personnel shall not initiate instruction or be assigned to any class period when an assigned teacher with a valid certificate is not present.

LEGAL REF.: Illinois School Code, Sec. 10-22.34 and 10-22.34a (105 ILCS 5/10-22.34 and 5/10-22.34a).
23 Ill. Admin. Code §1.630.

Adopted: March 12, 1998
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