

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7442

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CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **2-20-67**

SUBJECT: **Classified Paraprofessional Employees**

REVISED: **11-08-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing employment, placement, and evaluation of paraprofessional employees.
2. **Related Procedures:**

Application and examination of classified employees .....	7440
Classification of classified staff positions .....	7540
Dismissal, suspension, and demotion of classified personnel .....	7570
Evaluation of classified staff .....	7520
Qualified candidate pools for employment and promotion of classified employees .....	7450

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy I-5500, I-6500, I-6600; Education Code Sections 44833, 44835, 44925, 45103, 45104, 45340-45349, 45361.5; Employment Regulations for the Classified Service of the San Diego Unified School District; Collective Negotiations Contract.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
  - a. **Regular classified employee** (or regular employee): A permanent or probationary classified employee serving in a position approved by the Board of Education as a permanent position.
  - b. **Substitute employee:** An individual filling in on a temporary basis for a regular employee who is absent or in a vacancy.
  - c. **Short-term employee:** An individual employed to perform a service not needed on a continuing basis.

3. **Proficiency Testing** (Education Code Sections 45344.5, 45361.5). All instructional assistants must demonstrate proficiency in reading, writing, and mathematics skills by passing the Classroom Aide Proficiency Examination (CAPE). An applicant who has passed California Basic Educational Skills Test (CBEST) or who has a two-year degree or better shall be deemed to have met this requirement.
  
4. **Limitations on Duties.** Paraprofessional employees must perform all duties under the supervision of a certificated staff member. A paraprofessional assigned to accompany students on buses is expected to devote full attention to supervisory and instructional duties. Education Code Sections 45343 and 45344 set forth the definition of instructional aides and appropriate duties:

. . . “instructional aide” means a person employed to assist classroom teachers and other certificated personnel in the performance of their duties and in the supervision of pupils and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher.

An instructional aide shall perform only such duties as, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to pupils. An instructional aide need not perform such duties in the physical presence of the teacher but the teacher shall retain his responsibility for the instruction and supervision of the pupils in his charge.
  
5. **Selection of Monthly Instructional Assistants.** Human Resource Services Division administers CAPE or verifies eligibility of applicants. When vacancy occurs, principal shall select from qualified candidates or transfers.
  
6. **Employment/Placement of Temporary (Hourly) Paraprofessional Employees.**

**Principal:**

  - a. Specify duties; train, supervise, informally evaluate, and separate such employees.
  
  - b. Enforce State law that prohibits employment of classroom paraprofessionals who are not qualified.

## **D. IMPLEMENTATION**

### **1. Employment and Status Change of Instructional Assistants**

#### **a. Human Resource Services Division**

- (1) Administers CAPE; refers qualified candidates to principals for selection interviews.
- (2) After selection (or approval) and receipt of completed "Assignment Authorization" form, processes applicant for employment.

#### **b. Principal**

- (1) Submits "Assignment Authorization" form (no name) to appropriate funding source for approval.
- (2) May refer candidates to the Human Resource Services Division for testing and determination of eligibility.
- (3) Interviews qualified candidates and transfers; makes selection.
- (4) Evaluates probationary Instructional Assistant at third and eleventh months; makes unscheduled evaluations if required; notifies the Human Resource Services Division if satisfactory performance has not been maintained.

### **2. Employment and Separation of Hourly Paraprofessional Employees (Substitute and Short-Term Assignments)**

#### **a. Human Resource Services Division**

- (1) Administers CAPE and verifies eligibility of applicants; places qualified applicants in qualified applicant pool.

#### **b. Principal**

- (1) Recruits and selects personnel through the Human Resource Services Division.

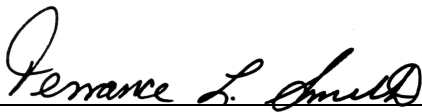
- (2) Submits "Assignment Authorization" form with proper budget approval to the Human Resource Services Division; refers applicants for employment processing.
- (3) Verifies that processing is complete before allowing employee to start assignment.
- (4) Maintains record of hours worked.
- (5) Notifies the Human Resource Services Division of termination of an hourly employee, using "Separation Notice-Hourly Employee" form.

**E. FORMS AND AUXILIARY REFERENCES**

1. Assignment Authorization, Stock Item 22-A-7225
2. Separation Notice-Hourly Employee, available from the Human Resource Services Division
3. Formal job descriptions, available from the Human Resource Services Division

**F. REPORTS AND RECORDS (D.1.b.[3]; D.1.b.[4])**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education