

**EMPLOYMENT AND RE-EMPLOYMENT OF PARAPROFESSIONALS
WITH TEACHER CERTIFICATION**

1. The Assistant Superintendent for Human Resources shall annually present to the Board of Education for their approval the number of paraprofessional positions recommended for the coming school year on a school-by-school basis.
2. The Assistant Superintendent for Human Resources shall, in May, notify building principals as to the number of paraprofessionals approved by the Board for their particular building for the coming school year.
3. To fill the approved positions the building principal by no later than June 10th shall evaluate and select from current paraprofessionals who have performed in a highly effective manner in the judgment of the principal. If the principal needs to select from outside the current building paraprofessionals, the position will be posted and selection will be made from the district paraprofessional candidate list consisting of present paraprofessionals and other candidates who have completed the application process.
4. The building principal when needing paraprofessionals in August shall follow the process outlined in #6 below. Paraprofessionals not reappointed in June will be placed on the district paraprofessional candidate list. The building principal will notify in writing each current paraprofessional of their status and such status shall be forwarded to the Assistant Superintendent for Human Resources by June 12th.
5. The names of paraprofessionals selected will be forwarded to the Superintendent and to the Board of Education as an informational agenda item at the last school board meeting in June.
6. To maintain their position status, paraprofessionals selected in June shall notify the Human Resource Center in writing by August 5th, or the next business day, of their intent to return. Paraprofessionals making contact shall plan on returning and those not making contact shall be placed on the district teacher assistant candidate list. As of August 6th, or the next business day, building principals will fill their open paraprofessional positions utilizing the district paraprofessional candidate list.
7. Adjustments in the allocation of paraprofessionals for the school year shall occur through the first Monday after Labor Day. At this time, the paraprofessional number for a particular building may increase due to class size or special needs.

Adopted: May 12, 1992
Revised: October 27, 1998
Revised: February 25, 2003