

North Dakota Department of Public Instruction

TITLE I FAST FACT SERIES

Issue: Aides/Paraprofessionals in a Schoolwide School

An aide/paraprofessional is an individual who assists students under the direction of a professional teacher. The US Department of Education guidance defines an aide/paraprofessional as an employee who provides instructional support, by reinforcing a teacher's affect in the classroom, in a program supported with Title I Part A funds.

- Direct supervision means:
A paraprofessional works under the direct supervision of a teacher if (1) the teacher prepares the lesson and plans the instructional support activities the paraprofessional carries out, and evaluates the achievement of the students with whom the paraprofessional is working, and (2) if the paraprofessional works in close proximity with the teacher.
- Aide/paraprofessional requirements of the *No Child Left Behind* (NCLB) Act state:
Upon hire, Title I aides/paraprofessionals must meet one of the following three requirements to be employed in a Title I program:
 1. obtain an associates degree (or higher) from an institution of higher education; or
 2. complete at least two years of study at an institution of higher education; or
 3. meet a rigorous standard of quality, which includes an assessment of reading, writing, and math. North Dakota has three assessments on its State approved list.
- Schools are required to have a job description for all staff employed. The job description outlines whether an individual is employed as an aide/paraprofessional or as a teacher.
- Allowable duties for aides/paraprofessionals:
 1. Providing one-on-one tutoring for eligible students, only at a time when a student would not receive instruction from a teacher;
 2. Assisting classroom management (in a schoolwide setting only) or assisting with classroom management in the Title I room (in a targeted assistance program);
 3. Providing computer lab assistance (for identified Title I students in a targeted assistance program);
 4. Conducting parental involvement activities (for identified Title I students in a targeted assistance program);
 5. Serving as a translator (for identified Title I students in a targeted assistance program);
 6. Providing support in a library or media center. In a targeted assistance program, any services provided by a Title I-paid aide would have to be supplemental and target identified students; and
 7. Providing instructional support services under the direct supervision of a teacher (in a targeted assistance program Title I-paid aides must be under the direct supervision of a Title I teacher).
- These regulations are not meant to apply to those persons who are in training or hold administration positions, such as student teachers or interns.
- Who needs to meet the requirement?
In a schoolwide program, Title I funds support all teachers and paraprofessionals. Therefore, the requirements apply to all aides/paraprofessionals with instructional duties, regardless of whether the position is funded with Title I funds. This includes aides paid with district, Title I, special education, BIA, or other funding sources.
- Certificate of completion requirement:
The State Title I office requires Title I aides/paraprofessionals to document their compliance with these regulations. The Department of Public Instruction has designed a certificate of completion issued to aides/paraprofessionals which documents that the aide/paraprofessional has met one of the three requirements stated above. The application for the certificate of completion is available at www.dpi.state.nd.us/forms/sfn53923.pdf.

If you have questions regarding this issue, please contact:

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