

North Dakota Department of Public Instruction

Title I Professional and Non-Professional Staff Job Descriptions and Duties

School districts, based on their needs, have a choice to employ Title I teachers and/or aides/paraprofessional staff within a Title I building. School districts are required to have a job description for all staff employed. The job description outlines whether an individual is employed as an aide or as a teacher. If the job description is written for an aide, then the responsibilities assigned to that individual should be consistent to that of an aide. This also applies to individuals who are certified, but are working as aides. A teacher's aide, although certified and able to accept employment as a teacher, if not actually "contractually employed in teaching," should not be expected to perform the duties of an individual being paid as a certified teacher. North Dakota Century Code 15-39.1-04(11) defines a teacher as including persons who are certified to teach in North Dakota and who are **contractually employed** in teaching.

Each school district must be able to provide a job description for Title I teachers and Title I aides/paraprofessionals. The job descriptions must align to the allowable duties of the positions.

Side-by-Side Comparison of Duties for Title I Staff

Since teachers and aides/paraprofessionals have very specific duties appropriate to their position. The chart below demonstrates acceptable duties for teachers and aides/paraprofessionals regarding the implementation of certain Title I activities.

Title I Teacher	Title I Aide/Paraprofessional
<input type="checkbox"/> Holds caseload of all Title I students.	<input type="checkbox"/> Provides instructional support to the Title I teacher. Title I aides/paraprofessionals <u>may not</u> , under any circumstances, have their own caseload of students.
<input type="checkbox"/> Pulls out or assists students in the classroom with supplementary instruction beyond the classroom instruction.	<input type="checkbox"/> Provides further reinforcement of skills as prescribed by the Title I teacher. Title I paid aides/paraprofessionals cannot to be used as a classroom aide.
<input type="checkbox"/> Pre-teaches or re-teaches vocabulary words or math concepts to be covered.	<input type="checkbox"/> Reinforces vocabulary words covered by the Title I teacher and assists in skills that aid in understanding the math concepts as prescribed by the Title I teacher.
<input type="checkbox"/> Evaluates the progress of all Title I students and designs and prepares student progress reports.	<input type="checkbox"/> Tabulates results of student assessments and files records for the Title I teacher, assists in typing up progress reports and sending them to parents.
<input type="checkbox"/> Prescribes the lessons that the students will work on during Title I time.	<input type="checkbox"/> Supervises students as they complete lessons delivered by the Title I teacher as the Title I teacher (in the same room) meets individually with specific Title I students.
<input type="checkbox"/> Performs all student selection requirements including testing and making the final lists of students selected for Title I participation.	<input type="checkbox"/> Assists the Title I teacher in the student selection process by tabulating results, putting together parent permission slips, compacts, and other information to send home for identified students. Aides/paraprofessionals <u>may not</u> administer tests, but certainly could provide supervision while tests are being completed.
<input type="checkbox"/> Schedules the parent meeting, writes up the parent survey, and finds parent-training tools.	<input type="checkbox"/> Aides/paraprofessionals, under the federal law, may do all of these duties if hired as a parent coordinator or liaison.
<input type="checkbox"/> Schedules the annual review meeting, coordinates the meeting, and communicates with parents regarding its results.	<input type="checkbox"/> Assists in typing up materials and in making other preparations for the annual review meeting, administers staff and parent surveys for the meeting, participates in the meeting, and possibly communicates with parents regarding its results.
<input type="checkbox"/> Communicates regularly with classroom teachers regarding classroom instruction and needs of Title I students. Title I teachers should keep written documentation of this communication.	<input type="checkbox"/> Aides should be included in discussions regarding classroom instruction, but should not have the sole responsibility of communicating with teachers. They could be in charge of keeping the files on communication with teachers.
<input type="checkbox"/> Develops Title I lesson plans.	<input type="checkbox"/> Title I teachers should be meeting with aides to discuss what materials will be worked on in the lesson plans each week to make sure that aides are familiar with lessons and assignments so that they may provide adequate guidance to Title I students.