

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** January 12, 2010

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **CONSIDERATION OF THE PROPOSED DELETION OF POLICY 4221.1 – PERSONNEL: TEACHER-AIDES**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent

**RESOURCE PERSON(S):** Donald Peccia, Assistant Superintendent, Human Resources

**RECOMMENDATION**

That the Board of Education approves the proposed deletion of Policy 4221.1. This is the third reading of this policy.

Attachment I – Policy Analysis  
Attachment II – Proposed Policy 4221.1

**Policy Analysis For  
Board of Education Policy 4221.1  
Recruitment and Selection, Teacher-Aides**

**Statement of Issues or Questions Addressed**

Board of Education Policy 4221.1, which discusses the recruitment and selection of teacher aides and paraprofessionals, is being recommended for deletion. Recruitment of personnel is covered by procedures embodied in the Office of Personnel *Procedures Manual*. As a result, Board Policy 4221.1 is no longer needed and staff believes that it may be deleted.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the deletion of this policy.

**Relationship To Other Board Of Education Policies**

Board of Education Rule 4221, *Recruitment and Selection*

**Legal Requirements**

None.

**Similar Policies Adopted By Other School Systems:**

Montgomery County Public Schools, Policy GEC-RA, *Recruitment, Selection, and Placement of Supporting Services Employees*

Prince George's County Public Schools, Policy 4111, *Professional and Classified, Employment-Recruitment*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered By Staff**

None.

**Timeline for Adoption**

First reading – November 17, 2009

Public comment – December 1, 2009

Third reading/vote – January 12, 2010

PERSONNEL: Classified

Employment: Recruitment and Selection, Teacher-Aides

1. Definition: The term "teacher-aides" refers to those persons who are not professional educators, but who play a role in the school's instructional program. There are two (2) categories of teacher-aides, continuing and non-continuing.

Continuing teacher-aides include:

Foreign Language Laboratory Aides  
Science Laboratory Aides  
Special Education Aides (see exceptions in #2 below).

Non-continuing teacher-aides include:

Educational Development Project Aides  
Elementary Instructional Aides  
Home Economics Laboratory Aides  
Secondary Instructional Aides.

2. Continuing teacher aides are employed through a letter of appointment. Language and science laboratory aides are assigned on a continuing basis unless notified by May 31 of each year. In addition, special education aides are considered "continuing" if:
  - a. The requirements of the position remain the same.
  - b. The budget permits reemployment.
  - c. Qualifications are maintained through satisfactory evaluations.
3. Non-continuing teacher-aides are employed annually. These teacher-aides will be given notification of reemployment as soon as possible.

Non-continuing teacher-aides currently employed, whose evaluations have been satisfactory and whose qualifications are still appropriate, will be given first consideration for reemployment. In addition, non-continuing teacher aides, currently employed in a given school and who have had satisfactory evaluations, will have priority for reemployment in the same school provided the new assignment

requirements are similar to the previous year. Years of satisfactory service in Baltimore County as a teacher-aide or teacher will determine the placement of aides in new or vacant positions.

4. Generally, teacher-aides are entitled to the employee benefits specified for classified employees as described in the policies and regulations manual.
  - a. Aides shall accrue sick leave during summer months if employed on a temporary basis.
  - b. Accumulated sick leave will be granted if the aide returns to the employ of the Board of Education within eighteen (18) months.
  - c. The workday and duty-free lunch for teacher-aides shall be the same as specified for teachers.
5. Substitutes may be employed for instructional teacher-aides assigned to one (1) teacher with a large class.

Substitute instructional teacher-aides, assigned to work with two (2) or more teachers, may be employed when the anticipated absence will be for an extended period of more than five (5) working days.

Substitutes may be employed for language or science laboratory teacher-aides when the anticipated absence will be for more than ten (10) working days.

Substitutes may be employed for special education aides when an aide is absent for one (1) full day.

Aides should notify the principal in advance when long-term absences are contemplated. The principal shall be responsible for acquiring a substitute.