

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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Subject: Employment Practices - Para-professionals	Date Approved: June 15, 1982 October 17, 2006 June 16, 2009 Date Revised: June 15, 1999 September 19, 2006 March 17, 2009 Effective Date: July 1, 1999 October 17, 2006 June 16, 2009

1. PURPOSE

To establish employment policies for paraprofessionals.

2. PROCEDURE

The Board of Education of Somerset County recognizes the contributions and support to the instructional program which can be gained through the employment of persons in a paraprofessional role, and encourages the continued use of such persons in the county schools.

Persons hired as paraprofessionals are affected by the following procedures and guidelines:

- A. All persons employed as paraprofessionals must have, at least, a high school diploma or its equivalent and meet the requirements as set forth by the No Child Left Behind Act.
(Requirements are, pass para-pro exam, have 48 satisfactory college credits or at least an Associates Degree).
- B. The principals are to be involved in the interview and employment decision of, paraprofessionals, similarly to the way they are involved in the employment decision of professional employees. The interview committee may consist of at least five members who will be selected by the Human Resource Director. The members may be the Human Resource Director, Building Principal(s) and two of the following: teacher, specialist or coach.
- C. All paraprofessionals are employed on a ten month basis, and work the regular school year calendar of 10 month professional employees.

- D. Paraprofessionals receive one day of sick leave for each month of service during the year (10 days sick leave per year) and three days business leave per year, with unlimited accumulation of sick leave.
- E. Paraprofessionals must be members of the Maryland Teachers Pension System and may also participate in the Board of Education Medical Insurance Plan.
- F. Paraprofessionals must be willing to participate in inservices as directed by the Principal or Supervisor.
- G. Specific job descriptions for paraprofessionals are defined in each project or program under which the paraprofessional is employed.
- H. Paraprofessionals are directly responsible to the Principal of the school to which they are assigned.
- I. If there is a reduction in force, continued employment of paraprofessionals will be determined by seniority with the school system.
- J. Paraprofessionals employed in Federal or State funded programs are employed on a year to year basis with no guarantee of continued employment.

Reference: Annotated Code of Maryland
4-103, 4-204, 4-205, 5-101