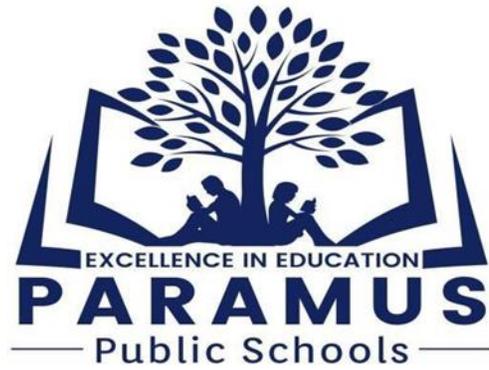


PARAMUS PUBLIC SCHOOLS
PARAMUS, NEW JERSEY



HANDBOOK
FOR
FULL-TIME TEACHER AIDES

ADOPTED: February 6, 1995

REVISED: June 15, 2023

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INTRODUCTION

Teacher aides perform a valuable service, which is important to the efficient operation of the Paramus Public Schools.

This booklet is intended to help teacher aides, teachers, and school administrators understand the role of the aide and makes recommendations for the efficient use of these aides.

It is important to note that:

1. Responsibility to the children is paramount;
2. Responsibility to the profession requires that only reasonable use of aides be made; and
3. Responsibility to the aide requires that they be given duties within the limits defined in their job descriptions.

The information provided herein relates only to the full-time teacher aides who are represented in the following job categories: Classroom Aide - Special Education. Job descriptions are included in this document (See Appendix).

Any questions regarding the enclosed information may be directed to the Office of Human Resources.

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TEACHER AIDE

I. DEFINITION

A "teacher aide" is a person who is employed as a Full-Time Aide who, under the direct supervision of a principal, teacher, or other designated certified professional staff member, assists in the supervision and instruction of pupils by performing duties such as:

Classroom – Special Education Aide -- assists the teacher/counselor or with housekeeping duties, collection and preparation of instructional materials and records, supervision of pupil activities, and other duties assigned by the teacher or counselor.

II. QUALIFICATIONS

Certification is not required for aides. However, all aides, with the exception of Lunch Aides, who assist in the supervision of pupil activities under the direction of principal, supervisor, teacher, counselor, or other designated certified personnel, must have passed a ParaPro Test or have accumulated at least 60 college credits. Teacher Aides shall be approved for hire in accordance with rules and procedures promulgated by the state and local boards of education.

The individual should be a mature, versatile, and resourceful adult and should have a personality, manner, and appearance that will generate respect from students. In addition, a teacher aide should exhibit good judgment and use common sense.

The individual should possess the abilities and desire to work with and understand children, have good moral conduct, and have and some prior experience working with young people in schools, church, camps, scouts, or recreation. The individual is required to meet the same health requirements as applied to other school employees.

III. HOURS AND WORK YEAR

Teacher aides are required to report for work no less than 15 minutes before the start of the school session and shall remain at least 15 minutes after dismissal. In addition to a morning and afternoon break of 15 minutes each, one full duty-free lunch period should be provided. Whenever possible the length of the lunch period should be equal in duration to the lunch period provided teachers in the building.

Days designated for Back-to-School Nights, examination days for students, and staff professional days shall be considered regular or full work days for teacher aides. Principals, supervisors, or the classroom teacher to whom the aide is assigned may request that the aide assist in the day's activities or attend to responsibilities of their regular assignment or be assigned other appropriate duties. Any scheduling modifications must be approved by the principal.

The work year calendar is the same as the teachers' calendar, approximately 187 days from September through June.

IV. DUTIES AND RESPONSIBILITIES

Under the direction of the professional staff, teacher aides assume the following types of duties: duplicating instructional materials; helping to keep the room neat and orderly; helping with craft and play activities; playing games with groups; working with children who need individual help; assisting with visual aid materials and equipment; supervision of bus loading and unloading; reading stories to individual children or groups; listening to children's recitations; assisting with field trips, taking children to the library; helping in maintaining accurate records; attending workshops, professional days, and faculty meetings if requested; and in general, participating in all non-instructional activities assigned by the professional staff.

The Job Descriptions of full-time Teacher Aides are included in this document. (See Appendix)

V. SUPERVISION AND ORIENTATION

Teacher aides are directly responsible to the school principal, vice principal, and teacher to whom they are assigned. To better help the aides in performing their duties, the principal and teacher will provide appropriate orientation and direction throughout the year.

VI. EVALUATION

Evaluation is a continuous process and is based upon the following criteria: ability to establish a good rapport with students, effectiveness in carrying out routine duties, attendance and punctuality, alertness and ability to anticipate problems, cooperation with faculty and administration, and the ability to treat information about students with confidentiality.

Aides shall be formally evaluated on a yearly basis by the building principal, assistant principal, or supervisor in cooperation with the professional staff member responsible for directing the teacher aide. Board Policy # 4123 – Classroom Aides (Paraprofessionals) shall be used in the evaluation of teacher aides. (See Appendix)

VII. BENEFITS

The Board of Education recognizes the need to provide benefits for those employees not covered by negotiated agreements.

A. Sick Leave

All regularly employed teacher aides are entitled to (10) ten days leave annually. Such leave is with full pay. Unused sick leave is accumulative and can be used for additional sick leave as needed in subsequent years.

When an employee has exhausted all accumulated sick leave, the deduction from pay shall be at the discretion of the Board of Education based on a recommendation of the Superintendent and may be at: (a) substitute pay rate, (b) full deduction, or (c) no deduction.

The Board of Education may require a physician's certificate in case of any sick leave claimed. A record of absence is maintained in the Personnel Office for each employee.

B. Personal Leave

Aides are eligible for three (3) day of paid personal leave. Teacher Aides are eligible for no more than five [5] days of non-cumulative personal leave annually. The Teacher Aide must follow district absence procedures in order to request their personal leave. **Any additional leave beyond three (3) days will be unpaid.** The Superintendent is authorized to grant personal leave to Teacher Aides for the following reasons: death in the immediate family (up to five [5] days).

C. Leave of Absence

Under certain conditions (usually for a prolonged illness), aides may be granted leaves of absence without pay for a period not to exceed one (1) year.

D. Salary

Compensation of those employees who are not covered by the terms of a negotiated contract is determined by the Board of Education for the various job classifications.

The salary of all employees is reviewed annually, and any increases thereto are recommended by the Superintendent of Schools to the Board of Education based on satisfactory performances.

SALARY GUIDE FOR THE 2023-2024 SCHOOL YEAR

FT SALARY	\$37,870.00
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E. Health Insurance

The Board shall pay the full premium chargeable for single, two-adult, parent/child, or family coverage, whichever may be applicable. The employee shall contribute a percentage of the cost of coverage toward the cost of health insurance pursuant to P.L. 20121 Ch. 78. Federal, state, or local laws shall govern medical benefits.

Where an employee whose spouse/civil union partner is also employed by the Paramus Board of Education and said spouse/civil union partner is eligible for health insurance coverage, said employee and spouse/civil union partner may elect either of two options: (1) The employee and the spouse/civil union partner employee may each elect single coverage under the existing health plan; or (2) the employee and the spouse/civil union partner employee may elect to have one plan together (two-adult, parent/child, or family coverage) under the existing health plan. The intent of this provision is to prevent duplicative coverage of employees and their spouse/civil union partners under the health plans.

The Board shall provide and pay the full premium for a Delta Dental program for the employee and his/her family. This plan shall have a maximum payment for dental services to the service provider of \$1,700 per person, per year. The Board may substitute or replace this coverage with a substantially equal or better plan.

The Board shall provide and pay the full premium for a Vision Care Optical plan for the employee and his/her family. This plan shall provide a vision screening at no cost with a thirty-five-dollar (\$35) copay for eyeglasses. The Board may substitute or replace this coverage with a substantially equal or better plan.

The Board also makes available to employees who wish to subscribe at their cost on a payroll deduction basis tax sheltered annuity plans.

F. Non-Coverage

Teacher aides who are eligible for, but who do not participate in the health insurance plan for medical/hospitalization coverage, shall be provided with a cash payment as follows:

1. Employees who are eligible for, but who do not participate in the health insurance plan for medical/ hospitalization coverage, prescription coverage, shall be provided with a cash payment as follows:

There is no reimbursement for waiving Dental or Vision.

Plan	Single	P/C	2 Adults	Family
Medical	1,507.00	2,300.00	2,934.00	3,861.00
Rx	385.00	494.00	727.00	809.00
Total	1,892.00	2,794.00	3,661.00	4,670.00

2. Payment of the applicable amount specified above shall be made by separate check.
3. Employee must waive such insurance for a full year (January 1 through December 31) to be eligible for payment. Notification of waiver must be made by the conclusion of the open enrollment period in order to waive for the upcoming year. Nevertheless, if an employee retires effective July 1, any waiver payment shall be prorated for the period of January 1 through June 30.
4. An employee who waives coverage may re-enroll for the next year during the open enrollment period.
5. If an employee waives insurance coverage for any period July 1 through June 30, that employee may advise the BOARD of an immediate need to reinstitute insurance coverage, such as the employee's loss of family coverage. Upon such notification, the BOARD shall pay to the employee, in lieu of the waiver amount specified in sub-paragraph "a" above, the proportionate cost of its insurance premium for the period of time during the

year not waived by the employee. The employee shall then make his/her own arrangements to utilize these funds for alternate insurance coverage until such time as the next open enrollment period.

6. It is the intent of both the ASSOCIATION and the BOARD that all employees covered by the Agreement should, either through its coverage or alternate available coverage, have comprehensive insurance protection.

G. Premium Payments

The BOARD shall pay the full premium chargeable to each participating Teacher Aide, for either single, husband-wife, or family coverage, whichever may be applicable; provided, however, that all participating teachers shall pay via payroll deduction the insurance contribution amount required pursuant to Chapter 78, P.L. 2011. The BOARD, the ASSOCIATION, and the Teacher Aide agree to cooperate to try to avoid situations in which Teacher Aides who have independent coverage receive duplicate coverage under this Agreement.

H. Retirement Stipend

Teacher aides retiring and receiving a pension under P.E.R.S. after fifteen (15) years of service to the Paramus Public Schools shall receive 50% of their accumulated sick leave times the amount of \$16 for a maximum of \$2,500.00.

VIII. GRIEVANCE PROCEDURE

Any individual member of the staff not included in a negotiated agreement shall have the right to appeal the application of policies and administrative decisions affecting him/her through administrative channels. With respect to personal grievances, individuals shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting appeals. They shall have the right to present their own appeal or designate representatives of their own choosing to appear with them or for them at any step in their appeal.

Final determination of all grievances shall be made at the Board of Education level in accordance with the Grievance Procedure as outlined in the Board's policy for Employees Not Covered in Negotiated Agreements.

IX. APPENDIX

JOB DESCRIPTIONS

Available at: www.paramus.k12.nj.us. Departments-Human Resources and Employment Opportunities-Job Descriptions-Paraprofessional Personnel

BOARD POLICIES

Available at: www.paramus.k12.nj.us. Board Docs under policy number

X. How To Submit an Absence in Absence Management

To submit an absence in Absence Management, also known as Aesop, you must log in with the same credentials you use for Frontline Central.

[Click here to log into Absence Management.](#)

frontline
education

Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

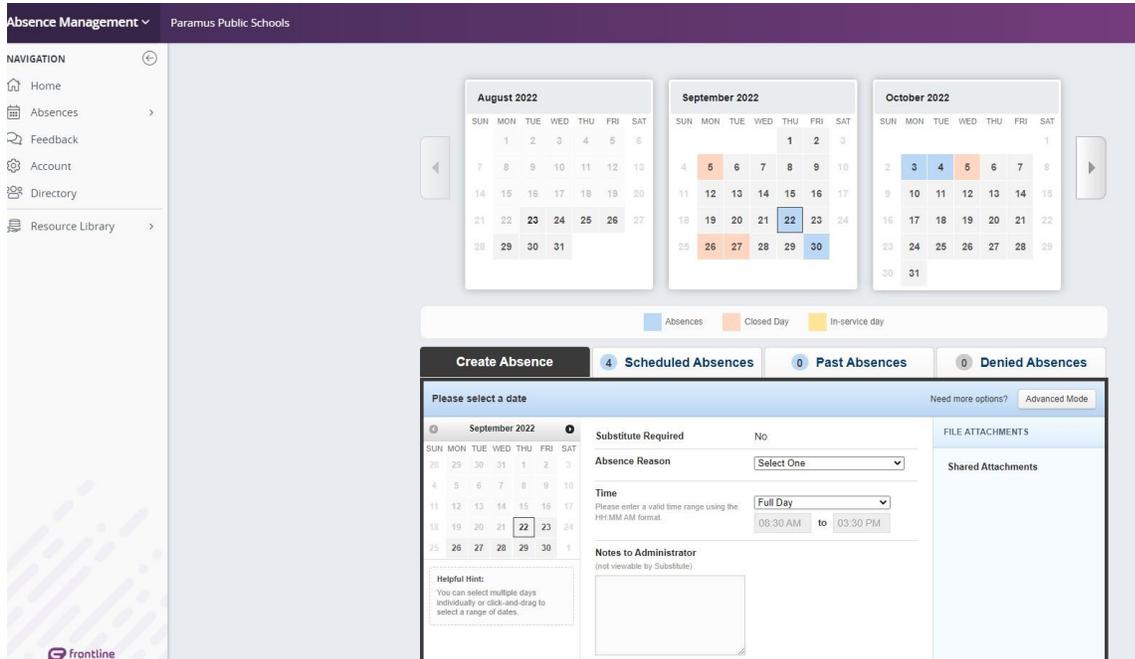
[Or Sign In with Organization SSO](#)

Frontline Education with EdWeek:
Year-Round Recruiting Webinar

[Save Your Seat →](#)

Once logged in, you should see your home screen.

Here is an example of an employee's screen when they log in:



Please take note of the legend in the middle of the screen.



The blue absences show absences you have already entered, the pink show days the district is closed, and the yellow shows in-service days.

To submit an absence, please look at the bottom of the screen-

The screenshot shows a web interface for creating an absence. At the top, there are three colored boxes: a blue box for 'Absences', an orange box for 'Closed Day', and a yellow box for 'In-service day'. Below this is a navigation bar with three tabs: 'Create Absence' (active), '4 Scheduled Absences', and '0 Past Absences'. To the right of these tabs are '0 Denied Absences' and a 'Need more options? Advanced Mode' link. The main content area is titled 'Please select a date' and contains a calendar for September 2022. The 22nd is highlighted. To the right of the calendar are several form fields: 'Substitute Required' (No), 'Absence Reason' (Select One), 'Time' (Full Day, 08:30 AM to 03:30 PM), and 'Notes to Administrator' (255 character(s) left). At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

On the calendar, you will select the day you wish to request off.

In the middle of the screen, you will select your absence reason. Once you select your absence reason, you will need to select whether you will be out the full day, Half Day AM, or Half Day PM.

If you need to enter a note into your administrator, this is the time to enter it.

Then, you can select Create Absence to submit your absence.

Once your administrator approves of your absence, you will receive an email from Aesop, informing you it has been approved. You will also receive a confirmation number.

