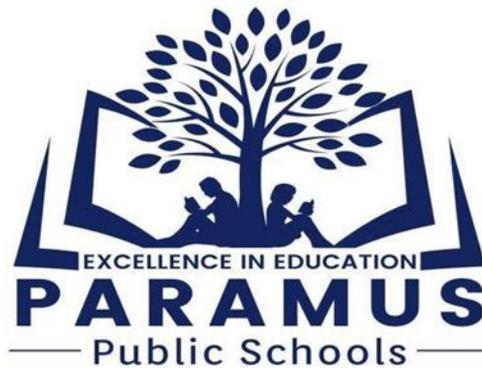


PARAMUS PUBLIC SCHOOLS
PARAMUS, NEW JERSEY



HANDBOOK
FOR
HOURLY AIDES

ABA Classroom Aide
Classroom Aide – Special and Regular Education
Clerical Aide
Lunch/Playground Aide
Transportation Aide

Sean Adams
Superintendent of Schools

revised: June 15, 2023

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 Teacher Aide and makes recommendations for their efficient utilization.

It is important to note that:

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

The information provided herein relates only to the hourly Teacher Aides who are represented in the following job categories: Classroom Aides, Office Aides, Lunch/Playground Aides, and Transportation Aides. Job descriptions are included in this document.

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

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- B. Classroom Aide – Special and Regular Education
- C. Lunch/Playground Aide
- D. Office Aide
- E. Transportation Aide

TEACHER AIDE

I. DEFINITION

A "Teacher Aide" is a person who is employed as a Classroom Aide, Clerical Aide, Guidance Aide, Kindergarten Aide, Media Aide, Lunch Aide, Office Aide, Reading Aide, Transportation Aide, or Special Education Aide and 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:

- A. General School Functions – assists with lunch/playground supervision, bus loading, and monitoring lunchrooms,

and/or

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

II. QUALIFICATIONS

Certification is not required for aides. However, all aides, with the exception of Lunch and Clerical Aides, who assist in the supervision of pupil activities under the direction of a principal, a supervisor, a teacher, a 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.

Teacher Aides should be mature, versatile, and resourceful adults and should have a personality, manner, and appearance that will generate respect from students. In addition, Teacher Aides should exhibit good judgment and use common sense.

Teacher Aides should possess the ability and desire to work with and understand children, exhibit good moral conduct, and have and some prior experience working with young

people in schools, church, camps, scouts, or recreational activities. Teacher Aides are required to meet the same health requirements as applied to other school employees.

III. HOURS AND WORK YEAR

Teacher Aides follow the Board of Education's approved school calendar from September through June. Any regularly scheduled school workday beyond 180 days will be compensated via voucher at the end of the school year in June. The annual salary will be divided into 20 equal payments and will be payable on the 15th and last school day of the month.

- A. Clerical Aides – Clerical Aides who work in the afternoon are expected to work with their principal to make up any hours missed on minimum days. These days are calculated into your salary. A clerical aide choosing not to make up those hours lost must use a personal day or receive a deduction for that day.

IV. DUTIES AND RESPONSIBILITIES

Under the direction of the certificated 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; supervising students at lunch and on the playground; and in general, participating in all non-instructional activities assigned by the certificated staff, and any other such duties as assigned by the teacher or principal.

Job Descriptions for the categories of Teacher Aides are available at: www.paramus.k12.nj.us.

Departments-Human Resources and Employment Opportunities-Job Descriptions
Paraprofessional Personnel

V. SUPERVISION AND ORIENTATION

Teacher Aides are directly responsible to the school principal, vice principal, teacher, and/or counselor to whom they are assigned. To better help the aides perform their duties, the principal, supervisor, teacher, and/or counselor will provide appropriate orientation and direction throughout the year.

VI. BENEFITS

The Board of Education recognizes the need to provide benefits for those employees not covered by negotiated agreements. The following benefits are provided in accordance with Board Policy.

A. Sick Leave

All regularly employed Teacher Aides are entitled to ten [10] 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, all subsequent sick days will be approved with deduction from pay.

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 Office of Human for each employee.

B. 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. 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), death in the family (up to only two [2] days). **Any leave granted beyond the allotted three [3] personal days will be unpaid.**

A Teacher Aide may request three [3] days of personal leave for reasons other than those listed above (such as funeral of a relative or friend, court attendance, religious holiday, etc.). The Superintendent may, in his/her sole discretion, grant such leave, which may be with full-pay deduction.

C. Leave of Absence

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

D. Salary

Compensation is based on an hourly rate determined by the Board of Education. 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 performance.

HOURLY AIDE RATES 2023-2024

Classroom/ One-to-One Aides:

Step 1 \$19.05 per hour

Step 2 \$19.55 per hour

Step 3 \$20.10 per hour

Step 4 \$20.60 per hour

Hourly Clerical/Bus Aides

\$19.55 per hour

ABA Aides:

Step 1 \$24.00 per hour

Step 2 \$25.00 per hour

Step 3 \$26.00 per hour

Step 4 \$27.00 per hour

Lunch Aides:

All \$23.45 per hour

VII. 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 Board's policy for Employees Not Covered in Negotiated Agreements.

VIII. APPENDIX

JOB DESCRIPTIONS

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

BOARD POLICIES

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

IX. 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](#)

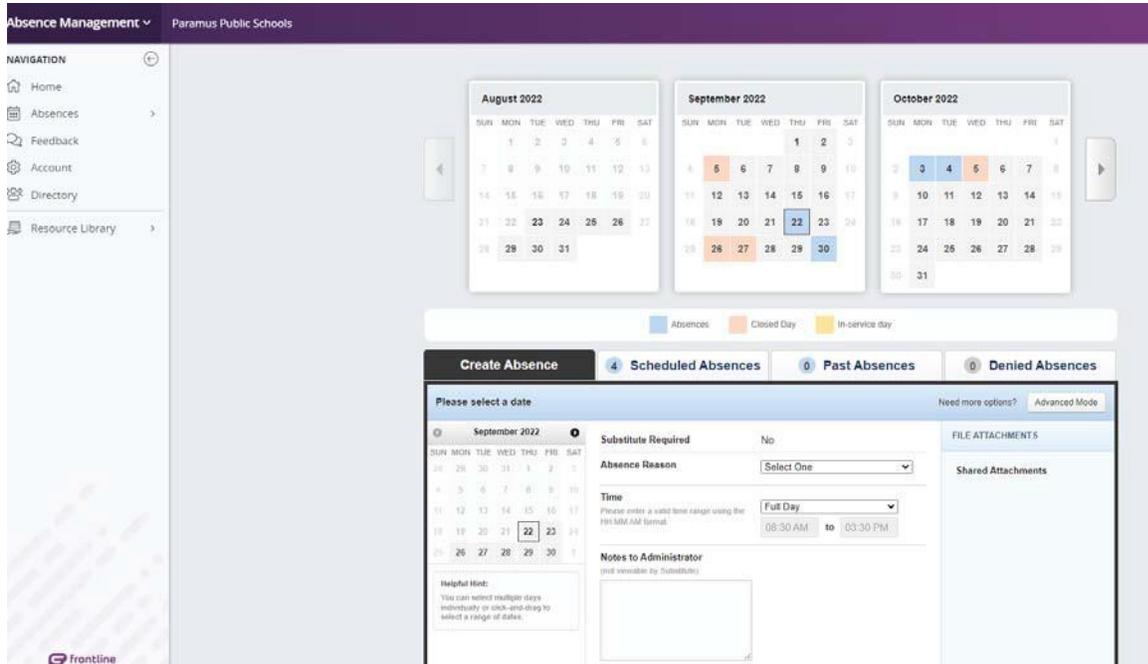
[Or Sign In with Organization SSO](#)

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 the 'Create Absence' interface. At the top, there are tabs for 'Absences', 'Closed Day', and 'In-service day'. Below that are navigation tabs: 'Create Absence' (active), '4 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. The main area is titled 'Please select a date' and features 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). A 'Helpful Hint' box is also present. 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.

