

PARAEDUCATORS: REQUIREMENTS

The following requirements are needed by all teacher associates according to each item's description.

- A. PRE-EMPLOYMENT PHYSICAL EXAMINATION - All new employees MUST have a physical examination on file in the Human Resources Office prior to the beginning of the person's first day of work.
- B. PARAEDUCATOR CERTIFICATE - All paraeducators receiving the monetary incentive pay for having the paraeducator certificate MUST keep a current copy of this on file in the Human Resources Office. Monetary incentive will only be issued when current certification is on file.
- C. TRANSCRIPT OF CREDITS - A complete, official copy of college work completed (transcript) MUST be on file in the Human Resources Office no later than the beginning of the person's contract year.
- D. SUBSTITUTE AUTHORIZATION - All paraeducators MUST have a valid, current official certificate in the Human Resources Office in order to serve as a substitute teacher under the substitute authorization regulations.
- E. CHILD AND DEPENDENT ADULT ABUSE IDENTIFICATION AND REPORTING TRAINING
 - The initial training must be completed upon being hired or within six (6) months of the initial hiring and MUST be completed every five (5) years after that. Those with substitute authorization MUST complete this training upon first receiving the authorization and at the time of authorization renewal.
- F. RIGHT-TO-KNOW TRAINING (HAZARDOUS CHEMICALS) – This MUST be completed once and is to be done shortly after employment.
- G. EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9) - This MUST be completed when hired.
- H. ASBESTOS MEMORANDUM - Proof MUST be submitted indicating that it was reviewed.
- I. SUBSTANCE-FREE POLICY - Proof MUST be submitted indicating that it was reviewed.
- J. BLOODBORNE PATHOGENS TRAINING - Training MUST be during the first year of employment and a refresher must be completed annually.
- K. CHAPTER 103 – This training MUST be completed once and is to be done shortly after employment.
- K. L. CONTACT INFORMATION - Current contact information to include address and phone number MUST be on file in the Human Resources Office. Employees not in compliance with the above requirements will be subject to disciplinary action which could include but not be limited to suspension

without pay or termination.

07/24/07, 07/09/12, 1/23/17