

TEACHER ASSOCIATES  
(Also referred to as Teacher Aides and Paraeducators)

Teacher associates are District employees hired to work under the direct supervision of licensed District personnel. The job responsibility is to assist licensed personnel to fulfill their job responsibilities more effectively. This would include supervising students or performing other routine-assigned tasks. When an associate is assisting a classroom teacher, the teacher is the diagnostician, the manager of the learning experiences, and the decision-maker in the learning process. A teacher associate cannot substitute for a licensed teacher unless he/she has completed the proper substitute authorization process. In this case, this individual shall have the authorization to substitute in the classroom under the following circumstances:

- Special Education only,
- where he/she has been assigned as a paraeducator,
- only at grades PK-12,
- for up to 5 consecutive days, and
- the required, current substitute authorization certification is on file in the Human Resource Office.

When a paraeducator serves as a substitute, the paraeducator shall follow substitute expectations as set forth in the substitute handbook and will be granted substitute compensation for that time he/she is serving as a substitute, or their present hourly rate (whichever is greater). A paraeducator with substitute authorization shall be utilized prior to a regular substitute teacher in the classroom they are assigned as a paraeducator unless:

- it should have a negative impact on the student(s) he/she is assigned to as a paraeducator;
- it is noted in the student's IEP that he/she must have consistency in regards to his/her paraeducator or instructional program;
- the district cannot obtain a paraeducator substitute to replace the individual and it is determined a substitute is needed that day; or the paraeducator has missed an excessive number of days causing a disruption of the education process in his/her assigned position.

LEGAL REFERENCE: 281 IAC 86.38

Adopted: 10/09/90  
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