

# Montcalm Area Intermediate School District

## Bylaws & Policies

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### **4120 - EMPLOYMENT OF SUPPORT STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each support staff member employed by the Board.

The Board hereby recognizes the Association as the sole and exclusive bargaining representative, as defined in Public Act 379, 1965, for all full-time and regularly scheduled part-time instructional para-educators, bus drivers, regularly scheduled part-time and full-time vocational para-educators (paraprofessionals), Administrative Assistant, and custodial/maintenance, excluding mechanics, the Superintendent's Executive Assistant, food service trainees, substitutes, temporary employees, technician of equipment, data operations manager and assistant, coordinator of support services, life skills specialists, interpreters, job developer, Therapy Assistants, Physical Assistants, supervisors and all others.

All support staff are subject to a criminal history record check.

See Policy [4121](#).

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the applicable department.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 4120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or documentation of necessary qualifications.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff.

### **REQUIREMENTS FOR PARAPROFESSIONALS/PARA-EDUCATORS**

Newly hired para-educators – All para-educators hired after the first day of the 2002-2003 school year for a supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
  - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Newly hired career-technical education paraprofessionals hired after the first day of 2002-03 school year must possess:

- A. high school diploma or GED equivalent with two (2) years work experience in job specific field; or
- B. Associate Degree; or
- C. appropriate license or certificate in program area; or
- D. one (1) year work experience and one (1) year of college study; and
- E. must meet any applicable State or Federal requirements including any under the No Child Left Behind Act.

Existing paraprofessionals – All current paraprofessionals/para-educators working for a supported program must:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals/para-educators as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional/Para-educator duties – Paraprofessionals/Para-educators working for a supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;

F. act as a translator;

G. provide instructional services to students, if working under the direct supervision of a teacher.

M.C.L.A. 37.2101 et seq., 333.17901, 380.1230 et seq.

20 U.S.C. 6319