

Educational Support Personnel – Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

"Paraprofessionals" provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

~~Noncertificated and Unlicensed-Nonlicensed~~ Personnel Working with Students Performing Non-Instructional Duties

~~Noncertificated and unlicensed-nonlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g. computers, video and audio), detention and discipline areas, and school-sponsored ~~ee-extra~~curricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents an ~~nonunlicensedcertificated~~ person from serving as a guest lecturer or resource person under a licensed ~~certificated~~ teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the District maintains a membership. The coach for an ~~ee-extra~~curricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances, provided the program is available.

Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach:

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Reviewed: ~~November 2022~~December 2025

Amended: December 14, 2022

- 1) is knowledgeable regarding coaching principles;
- 2) has first aid training, and
- 3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

LEGAL REF.: 34 C.F.R. §§200.58.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1, [Ill. Vehicle Code](#).
23 Ill. Admin. Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4.110 (Transportation), 4.170 (Safety), 5.30 (Hiring Process and Criteria), 5.35 (Compliance with the Fair Labor Standards Act), 5.285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6.250 (Community Resource Persons and Volunteers)