

## Policy 3212

### ESP: Paraprofessional Qualifications

#### A. Definitions

1. "Paraprofessional" or "paraeducator" means a school employee who delivers instruction under the direct supervision of a teacher.

*Utah Admin. Rules R277-324-2(3) (March 15, 2024)*  
*Utah Code § 53F-2-411(1)(b) (2019)*

#### B. Appropriate Assignments or Duties for Paraprofessionals

1. A paraprofessional may:
  - a. Upon completion of explicit training from appropriately licensed teachers or related service providers, provide individual or small group instructional assistance or tutoring to students as designed by an appropriately licensed teacher or related service provider during times when students would not otherwise receive instruction from an appropriately licensed teacher or related service provider;
  - b. Assist with classroom organization and management, such as organizing instructional or other materials;
  - c. Provide assistance with supplementary aids and services, program modifications, and support, such as assistive technology devices and services;
  - d. Conduct parental involvement activities;
  - e. Provide support in library or media centers; or
  - f. Provide supervision for students in non-instructional settings.
2. A paraprofessional may not:
  - a. be responsible for selecting or administering formal diagnostic or psychological instruments or for interpreting the results of those instruments if the paraprofessional's training, licensure, or other forms of certification do not align with the administration and interpretation requirements stated in an instrument's technical manual;

- b. be responsible for selecting programming or prescribing educational activities or materials for the students without the supervision and guidance of an appropriately licensed teacher or related service provider;
- c. be solely responsible for designing lesson plans;
- d. be assigned to implement elements of an IEP for a student with disabilities without direct training, supervision, and involvement from an appropriately licensed teacher or related service provider;
- e. be employed to fulfill the responsibilities that may only be provided by an appropriately licensed and otherwise qualified teacher or related service provider; or
- f. perform nursing procedures or administer medications without appropriate supervision and training from an appropriately licensed health care professional.

*Utah Admin. Rules R277-324-4(1), (2) (March 15, 2024)*

#### C. Supervision and Training of Paraprofessionals

##### 1. A licensed teacher shall:

- a. prepare a lesson and plan the instruction support activities to be carried out by a paraprofessional;
- b. evaluate the achievement of the students with whom a paraprofessional works; and
- c. provide the supervision and support to the paraprofessional that the teacher deems appropriate for the paraprofessional to work effectively in the paraprofessional's role and responsibilities.

*Utah Admin. Rules R277-324-4(3) (March 15, 2024)*

- d. All paraprofessionals employed by the District shall complete appropriate training. Paraprofessionals who are acting in an instructional capacity shall complete appropriate training so as to be able to meet the Utah Standards for Instructional Paraeducators. Each paraprofessional who works with any student with a disability shall complete the training required by Section IX.E. of the Utah State Board of Education Special Education Rules. The District shall maintain documentation of completion of required paraprofessional training.

*Utah Admin. Rules R277-324-4(4), (5) (March 15, 2024)*  
*Utah Standards for Instructional Paraeducators*  
*Utah State Board of Education Special Education Rules*

D. Requirements for Paraprofessionals in Title I Programs

1. A paraprofessional who works in Title I schoolwide or targeted assistance programs supported by Title I funding must be a high school graduate or equivalent and must meet one of the following requirements:
  - a. Complete at least two years, or a minimum of 48 semester hours, at an accredited higher education institution;
  - b. Obtain an associate (or higher) degree from an accredited higher education institution;
  - c. Satisfy a rigorous state assessment, approved by the State Board of Education or the Board of Education, that demonstrates:
    - 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
2. A paraprofessional who works in Title I schoolwide and targeted assistance programs supported by Title I funding and who was hired after January 6, 2002 must be a high school graduate or equivalent and must meet at least one of the following requirements:
  - a. Complete at least two years, or a minimum of 48 semester hours, at an accredited higher education institution;
  - b. Obtain an associate (or higher) degree from an accredited higher education institution; or
  - c. Satisfy a rigorous Utah State Board of Education approved assessment that demonstrates:
    - 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.

*Utah Admin. Rules R277-324-5(1) (March 15, 2024)*

3. The foregoing requirements do not apply to a paraprofessional with a high school diploma or equivalent who solely provides:
  - a. Support through translator services;
  - b. Support as a parent engagement liaison; or
  - c. Personal care for students with disabilities.

*Utah Admin. Rules R277-324-6 (March 15, 2024)*

E. Background Check

1. Each paraprofessional shall pass a criminal background check as provided for under Policy 3035 Employee Criminal Background checks and Arrest Disclosure Requirements.

*Utah Admin. Rules R277-324-5(2) (March 15, 2024)*

F. Responsibilities Relating to State Paraeducator Funding

1. Paraeducators hired with paraeducator funding from the State Board of Education shall meet the qualifications relating to Title I funding above and provide additional aid in the classroom to assist students in achieving academic success.

*Utah Admin. Rules R277-324-9 (March 15, 2024)*