

Policy 3112

Certificated: Job Descriptions

- A. The administration shall be responsible for making available job descriptions and statements of responsibilities, typical duties, qualifications and organizational structure for personnel in administrative, supervisory, teaching, para-professional and auxiliary assignments. This list shall be made available electronically under the Human Resources Department.
- B. ~~Educational Aides~~ Paraprofessionals
1. ~~Educational Aides~~ Paraprofessionals are to be used to augment rather than replace certificated educators in their professional role. The ~~Aide~~ **paraprofessional** is at all times an assistant and is responsible to a member of the professional staff in charge of the service.
 2. ~~Aides~~ Paraprofessionals will not be hired to take the place of a teacher.
 3. The assignment of an ~~Aide~~ **paraprofessional** to a classroom should not be used as a justification to increase the size of the class.
 4. Teachers will be consulted before an ~~Aide~~ **paraprofessional** is assigned to work with them to ensure that a clear understanding of duties and responsibilities exists.
 5. A paraprofessional may not:
 - a. 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;
 - b. be solely responsible for designing lesson plans;
 - c. 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

[Utah Admin. Rules R277-324-4\(1\), \(2\) \(March 15, 2024\)](#)

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- C. Guidelines governing interns are to be jointly developed by the Association and the District Administration.