

# Guidelines for Hiring Paraeducators Working in Special Education

Hiring paraeducators is a crucial process that supports the educational experience for students requiring additional assistance. As the District Supports and Resource Coordinator with Jordan District Special Education department, it is important to ensure that our hiring is accurate so that there is no lost pay or reduction of pay. This document outlines the key guidelines for hiring paraeducators in our schools.

## Understanding the Role of Paraeducators

Paraeducators play an essential role in the classroom by assisting teachers in delivering individualized instruction, managing classroom activities, and providing support to students with diverse needs. They are vital in fostering an inclusive learning environment and helping students achieve their educational goals.

## Key Guidelines for Hiring Paraeducators

### 1. Using the Correct Job Title when Hiring

- **Instructional Assistant I Mild/Moderate:**
  - They work with students in the resource or 504 setting.
  - Any critical needs paras that you hire for a resource or 504 setting (***The posting should state Mild/Moderate***).
  - They start at Lane 3 and can move to Lane 4 if they choose to complete the ***optional*** Advanced training.
- **Instructional Assistant I Self-Contained:**
  - They work with students in special classrooms at select schools (SCSC, AU, FA, AC, or SEB settings and South Valley).
  - Any critical needs paras you hired in these settings are hired under this job title (***The posting should state Self-Contained***).
  - They start at Lane 4 and move to Lane 5 after ***required*** Advanced training.
- **Instructional Assistant I Special:**
  - They work at one of our 2 special schools (River's Edge or Kauri Sue Hamilton).
  - They start at Lane 5 and move to Lane 6 after ***required*** Advanced training.
  - Any Behavior Support Assistants you hire at a Special School are hired under this job title (***The posting should state Special***)

Please reach out to Renee Sass (88355) or Amanda Hamblin (88177) in the Special Education Department if you need assistance with posting a position.

**2. Required Training** (\*\*NOTE - Contact Special Ed Department ext. 88355 when you hire employees that are transferring within the school or district, they don't receive the emails about the training)

- **Basic Training:** This 5-hour training is **required for all Instructional Assistants**. It must be **completed within 1 week of being hired**. After onboarding, they will receive an email with a link to a Google document to sign up for the course.
  - Instructional Assistants who don't complete this required training within 1 week **will not be allowed to work in the classroom** until the course is finished.
- **Advanced Training:** This training's requirement is based on their job title.
  - For the job title - **Instructional Assistant I Mild/Moderate** is an **optional** 25-hour training.
  - For the job title - **Instructional Assistant I Self-Contained and Instructional Assistant I Special** must complete a **35-hour training within 6 months of their hire date**. Once they complete the Basic training they are automatically moved into this Advanced training.
    - Instructional Assistants in Self-Contained Support Classrooms or Special Schools **will not be allowed to work with students** if the course isn't finished within 6 months of being hired.

**3. Moving to Level II**

- Once the Advanced training is completed, a lane change form will be submitted to HR from the Special Education department.
- Lane changes aren't a straight-across move. The employee will be placed on the closest step on the new lane without a decrease. **It will become effective on the first Monday of the following month** upon Special Education Administrator approval and receipt in HR.

By adhering to these guidelines, we can make sure that our paraeducators are hired under the correct job title to ensure they are paid at the appropriate lane and receive the needed training for their job.