

## **TEACHER AIDES**

Aide requests will be considered based upon individual classroom needs. Teachers who request aides shall be required to present a written statement of need to the building principal at the beginning of the school year, but no later than the last day of September. Requests after this date will not be considered except under extraordinary circumstances.

Factors which may prompt a written request for an aide might be the number of students in the classroom, a diversity of student capabilities, age and maturity of students, distribution of students in various grade levels, safety, or lack of availability of parental or other volunteer help.

The statement of need submitted by the teacher shall specify the type of duties the aide will perform--clerical, paraprofessional, or tutorial--and shall list the expected benefits to the students.

All requests for aides are to be submitted to the building principal, who shall make a recommendation to the superintendent. The superintendent shall make a recommendation to the board. The board shall make the final decision after considering the superintendent's recommendation.

The need for aides for Special Services will be considered separately as circumstances arise.