July 8, 2014

TO: Chief School Administrators
    Charter School Lead Persons
    Directors of Approved Private Schools for Students with Disabilities

FROM: Pamela J. Castellanos
      Coordinator, County Office Administrative Unit

SUBJECT: Reporting of Paraprofessional Staff-Statement of Assurance Form

DUE DATES: September 30, 2014 and January 31, 2015

The biannual reporting requirements for the employment of paraprofessional staff require school districts, charter schools and approved private schools for students with disabilities to submit the statement of assurance (SOA) two times per school year to affirm that the hiring of paraprofessional staff is done in accordance with law. Paraprofessional staff is defined as a school or classroom aide who assists appropriately certified personnel with the supervision of student activities.

Requirements for school districts, charter schools and approved private schools for students with disabilities:

- Submit the SOA to the executive county superintendent by September 30 and January 31.
- Create a list of school aide employees and their titles.
  - School districts and charter schools must keep this list on file.
- Submit approved job descriptions for the special education classroom aides to the county office of education.
- Ensure that paraprofessional staff funded through Title I must meet NCLB requirements. Those requirements can be found at http://www.state.nj.us/education/title1/hqs/pp.

Additional requirements for APPSDs:

- Submit a list of the school aide employees and their titles with the SOA to the executive county superintendent.
- Meet the requirements regarding paraprofessional staff at N.J.A.C. 6A:23A-18.

Questions about the SOA or compliance requirements of N.J.A.C. 6A:32-4 should be emailed to countyoffices@doe.state.nj.us.

Attachments
C: Members, State Board of Education
   Senior Staff
   Executive County School Business Administrators
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Garden State Coalition of Schools
   NJLEE Group
Paraprofessional Aide Forms
Questions and Answers

Q: We don’t use paraprofessional aides. Do we need to complete the SOA?
A: No.

Q: To whom do I submit the completed form?
A: Send the completed form to the County Office of Education.

Q: Your district outsources procurement of aides to a vendor. Do we need to complete the SOA?
A: Yes. The aides are employed to work in your district so the SOA form is applicable.

Q: What job descriptions do I need to provide to the county office of education?
A: Districts and charters provide, only those job descriptions for special education aides. Private schools for students with disabilities need to provide all job descriptions to the county office.

Q: We provided job descriptions to the county office last year and those job descriptions haven’t changed. Do we need to provide them again?
A: No. As long as the job descriptions remain the same from the previous year, they don’t need to be submitted to the county office again. However, attach a statement to the SOA informing the county office that the job descriptions were provided last year.

Q: What types of paraprofessionals fall under the required category?
A: The regulations define paraprofessional staff as “a school or classroom aide who assists appropriately certified personnel with the supervision of student activities.”

Q: In previous years, we had to provide the county office with a list of aides. Is that still a requirement?
A: School districts and charter schools do not need to provide a list of aides to the county office but they do need to maintain such a list.

Private schools for students with disabilities, must submit the list aides and job titles to the county office of education.

Q: What is the deadline for SOA submission?
A: Biannual submission dates are September 30, 2014 and January 31, 2015.

Q: The district or charter does not have any special education classroom aides. How do we indicate that on the form?
A: Check the N/A box.

Q: We don’t have Title I aides. How do we indicate that on the form?
A: Check the N/A box next to the item, “No paraprofessional staff are supported by Title I or Title I blended funds.

Q: To whom should we address additional questions about the SOA or process?
A: Email your questions to countyoffices@doe.state.nj.us