

**Rutland Southwest Supervisory Union
Middletown Springs Town School District
Tinnmouth Town School District**

**Ira Town School District
Poultney Town School District
Wells Town School District**

RSWSU Instructional Assistants Policy

Code # D-201

6.4.1 General Requirements for Employment

- A. The Rutland Southwest Supervisory Union shall employ the best-qualified personnel, consistent with state and federal position requirements and available resources.
- B. The Rutland Southwest Supervisory Union shall be an equal opportunity employer and our programs shall conform in all respects to the Civil Rights Act of 1964 (Title VII), the Education Act of 1972 (Title IX), the Rehabilitation Act of 1973 (504), and the Americans with Disabilities Act of 1990 – together with their updates. All activities, hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment shall be done on the basis of the candidate’s or employee’s qualifications without regard to race, national origin, creed, age, gender, marital status, sexual orientation, gender identity, or disability.
- C. It shall be the policy of the Rutland Southwest Supervisory Union to employ such Instructional Assistants as are determined to be necessary for the operation of the school program.

6.4.2 Roles and Responsibilities

- A. Instructional Assistants provide assistance both to teachers and to students. Instructional Assistants are required to meet state and federal qualification requirements. Instructional Assistants must take professional development training in specialized areas like “child restraint,”... as it relates to their job.
- B. Categories of Instructional Assistants include, but are not limited to: Individual Assistants, and Classroom Assistants.

Individual Assistants provide help for students on Individualized Education Plans who require remedial, behavioral, and/or rehabilitative support.

Classroom Assistants provide instructional support in the regular program, assisting teachers with remedial, compensatory, and enrichment programs. Classroom Assistants are utilized when additional support is appropriate.

INSTRUCTIONAL ASSISTANTS (POLICIES CONTINUED)

6.4.2 Roles and Responsibilities (Continued)

- C. Immediate supervision and direction for Classroom Assistants shall be the Classroom Teacher, while that for Individual Assistants shall be the Classroom Teacher and the Special Education Teacher. The Director of Student Support Services or his/her designee shall provide general supervision and shall conduct an evaluation of all Instructional Assistants at least annually.

6.4.3 Relations between Vendors and Instructional Assistants

- A. Employees are prohibited from purchasing, for personal use, goods or services from vendors dealing with the R.S.W.S.U., except at prices available to the general public. Such transactions shall not take place on school property nor in conjunction with school orders, unless at a public sale or as approved by the Building Principal/Superintendent.
- B. Employees are prohibited from accepting gifts of value from companies or persons doing business with, or soliciting business from, the R.S.W.S.U.

1st Reading 7/23/07
 2nd Reading 3/5/2008
 Approved 3/5/2008 (RSWSU)

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	3/5/2008	None
Ira Town School District	N/A	None
Middletown Springs Town School District	N/A	See Negotiated Agreement
Poultney Town School District	N/A	See PSD Instructional Asst Policy/Practice
Tinmouth Town School District	N/A	See TSD Instructional Asst Policy/Practice
Wells Town School District	N/A	See WSD Negotiated Agreement

D-201R RUTLAND SOUTHWEST SUPERVISORY UNION

INSTRUCTIONAL ASSISTANTS (PRACTICES)

The Rutland Southwest Supervisory Union has adopted and should observe the following Practices as they relate to Instructional Assistants.

6.4.1 Responsibilities

The workday for Instructional Assistants shall be 7.5 hours, with times to be set by the Director of Student Support Services.

In addition to their teaching assistance, Instructional Assistants may be assigned to supervise children in non-instructional capacities, such as: Bus Duty, Lunch Duty, and Playground Duty. Instructional Assistants may be called upon to participate in I.E.P. meetings, parent conferences, open houses, and in-service programs as requested by the Building Principal.

Instructional Assistants are contracted for the ten (10) month school year; however they may be employed longer as needed for additional compensation. Instructional Assistants' contracts can be terminated if the students no longer require their services.

6.4.2 Benefits for 10 month Instructional Assistants

- A. Vacation and Paid Holidays. There is neither vacation nor paid holidays for Instructional Assistants.
- B. Sick Leave/Personal. Instructional Assistants are allowed ten (10) days of sick/personal leave with full pay per school year. Unused sick leave may accumulate from year to year up to maximum of fifty (50) days. If an Assistant is terminated for Cause, then any accumulated Sick Leave will be lost. If an Assistant is terminated because the student(s) no longer require assistance, then any accumulated Sick Leave is lost unless the Assistant is rehired within the next calendar year.
- C. In-service/Professional. Instructional Assistants are entitled to three (3) in-service/professional days per school year.
- D. 10-month Instructional Assistants are eligible for single coverage. They may elect either the JY plan or VEHI dual option coverage. Those electing the JY plan must pay the difference in cost between the JY plan and the dual option plan, plus the premium contribution on the dual option as specified below. Those electing the VEHI dual option rate will have the following premium contribution:

2004-2005	-0%
2005-2006	5%
2006-2007	10%

INSTRUCTIONAL ASSISTANTS (PRACTICES CONTINUED)

Full-time 10-month Instructional Assistants may waive insurance coverage and elect insurance buyback at .33% of the single dual option rate less the premium share. Insurance buyback is taxable income.

At their own expense, Instructional Assistants may purchase a two-person or family plan; paying the difference (through payroll deductions) between the plan eligible (single) and plan chosen (two-person or family).

- E. Dental and Eye Care. 10 month Instructional Assistants shall have dental and eye care benefits in the amount of \$470.00 annually (non-cumulative).
- F. Tuition Reimbursement. 10 month Instructional Assistants shall have college course tuition paid by the Supervisory Union, only if the Supervisory Union officials have requested the Assistant to take a particular course. The amount reimbursed will not cover more than one course per year, and will not exceed the University of Vermont tuition rate.
- G. Instructional Assistants who work less than ten (10) months per year are entitled to pro-rated benefits. Part-time Instructional Assistants who work less than 30 hours per week are not entitled to Health Insurance benefits (C), and all other benefits are pro-rated. Employees who work 30 hours or more are entitled to pro-rated Health Insurance and to pro-rated other benefits.

6.4.3 Substitutes are now hired through Kelly Services.

Approved 3/5/2008