



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 25, 2024  
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities  
Route To: School Business Administrators  
From: Ambrose F. Duckett III, Assistant Commissioner  
Division of Field Services  
Deadlines: September 30, 2024, and January 31, 2025

## Biannual Reporting of Paraprofessional Staff

This memo serves as a reminder to school officials regarding the reporting requirements for the employment of paraprofessional staff, pursuant to state regulations (N.J.A.C. 6A:32-4). School districts, charter schools, renaissance school projects and Approved Private Schools for Students with Disabilities (APSSD) must submit a Statement of Assurance (SOA) two times each school year to affirm that paraprofessional staff are employed in accordance with law and regulation.

### Additional Information

The New Jersey Department of Education has made the [Biannual Statement of Assurance Regarding the Use of Paraprofessional Staff](#) (SOA) document available online. In addition, a list of frequently asked questions appears on page three of this memo. "Paraprofessional staff" is defined as "a school or classroom aide who assists appropriately certified personnel with the supervision of student activities." The terms "paraprofessional staff" and "classroom aide" are used interchangeably in this memo. Requirements for paraprofessionals funded through Title I monies can be found at [Title I Non-Regulatory Paraprofessionals Guidance \(ed.gov\)](#). Additionally, APSSDs must meet the requirements regarding approval of paraprofessional staff at N.J.A.C. 6A:23A-18.

Below are the required steps to ensure compliance with paraprofessional reporting:

### School Districts, Charter Schools, Renaissance School Projects:

1. Create a list of all paraprofessional (school aide) employees and their titles. Maintain the list within your school/district. Do not submit the list to the County Office of Education.
2. Prepare job descriptions for all *special education classroom aide employees only*. These job descriptions must be submitted upon creation to the County Office of Education for approval by the Executive County Superintendent (ECS). Any time a job description is changed, the updated description must be transmitted to the County Office of Education for approval. Do not submit job descriptions for non-special education aides to the county office.
3. Complete the Paraprofessional Staff SOA form and submit it to your County Office of Education **by September 30, 2024 and January 31, 2025**. Job descriptions for special education aides that have not been approved by the ECS need to be included in SOA submissions.

### Approved Private Schools for Students with Disabilities:

1. Create a list of all paraprofessional (school aide) employees and their titles for submission with each SOA to the County Office of Education.
2. Prepare and submit job descriptions for all paraprofessionals to the County Office of Education for approval by the ECS. Any time a job description is changed, the updated description must be transmitted to the County Office of Education.

3. Complete the Biannual Paraprofessional Staff SOA form and submit it to your County Office **by September 30, 2024 and January 31, 2025**. Items #1 and 2 must accompany your SOA form as part of your submission.

Questions about the SOA process, form, or compliance requirements of *N.J.A.C. 6A:32-4* should be directed to your [County Office of Education](#).

- c: Members, State Board of Education
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group

## **Paraprofessional Staff (Classroom Aides) Statement of Assurance (SOA) Process Questions and Answers**

Q: We don't use paraprofessional aides. Do we need to complete the SOA?

A: No. However, please inform your County Office so they are aware that you will not be submitting an SOA.

Q: To whom do we submit the completed form?

A: Send the completed form to the County Office of Education. Your County Office will inform you regarding their preferred method of receipt.

Q: Our district outsources procurement of paraprofessionals to a vendor. Do we need to complete the SOA?

A: Yes. The paraprofessionals are employed to work in your district, therefore the SOA form must be completed.

Q: What job descriptions do I need to provide to the County Office of Education?

A: Districts, charters and renaissance school projects provide only those job descriptions for special education paraprofessionals. Approved 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 have not changed. Do we need to provide them again?

A: No. As long as the job descriptions remain the same from the previous year, they do not need to be submitted to the County Office again.

Q: What types of paraprofessionals fall under the required category?

A: State regulations define paraprofessional staff as "a school or classroom aide who assists appropriately certified personnel with the supervision of student activities."

Q: Do we need to provide a list of paraprofessionals to the County Office?

A: School districts, charters and renaissance school projects do not need to provide a list of paraprofessionals to the County Office, but they do need to maintain such a list. Approved Private Schools for Students with Disabilities must submit the list of paraprofessional staff employees and their job titles to the County Office of Education.

Q: What is the deadline for SOA submission?

A: Biannual submission dates are September 30 and January 31.

Q: Our district/charter/renaissance school project does not have any special education classroom aides. How do we indicate that on the form?

A: Check the N/A box in the section labeled "Compliance with State Regulatory Requirements."

Q: We do not employ Title I aides. How do we indicate that on the form?

A: Check the N/A box in the section labeled "Compliance with Federal Title I Requirements."