

ADMINISTRATIVE PROCEDURE

Type of

Procedure: Personnel

Title: Hiring of ESOL Bilingual Instructional Assistants/Paraprofessionals

Date Issued: December 1, 2010

Superintendent's Signature:



The following procedures will be followed for the hiring of ESOL Bilingual Instructional Assistants/Paraprofessionals in the Hamilton County School District. Prior to any school hiring an assistant/paraprofessional, the following procedure must be followed and samples sent to the district to determine proficiency:

The bilingual candidate shall submit:

1. A writing sample in English and translated version in the second language.
2. A cassette tape or recorded audio file, recording the English and translated version of the writing sample.
3. Passages translated to writing.
4. Letters translated by voice to tape or audio file.

The principal will be notified of the outcome of the translated material.

The sample(s) are then kept on file ready for review by auditors.