

## Chapter 230. Professional Educator Preparation and Certification

### Subchapter E. Educational Aide Certificate

#### §230.51. Policy.

An individual employed in a Texas school district as an educational aide must be certified according to requirements established by the State Board for Educator Certification.

*Statutory Authority: The provisions of this §230.51 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.51 adopted to be effective August 12, 2012, 37 TexReg 5753.*

#### §230.53. Procedures in General.

- (a) School district administrators have the authority and responsibility to determine the number of educational aides and level of job performance desired for the operation of the school district. The school district administrator is responsible for preparing accurate job descriptions for each assignment, classifying each assignment, and filling these assignments with individuals certified according to this subchapter.
- (b) An appropriate educational aide certificate shall be issued to a qualified individual who is recommended by the employing superintendent or his or her designee and who meets the requirements of this subchapter. The school district shall submit a completed application and recommendation for an educational aide certificate to Texas Education Agency (TEA) staff. The applicant shall pay the designated fee.
- (c) The applicant for an educational aide certificate must be able to communicate, listen, read, write, and comprehend the English language sufficiently to use it easily and readily in daily communication as determined by the employing school district.
- (d) An individual with experience in other states must have that experience verified on a teacher service record when he or she is employed in a Texas school district.
- (e) An applicant for an educational aide certificate is subject to the provisions in §230.11(b)(1)-(4) of this title (relating to General Requirements).
- (f) An individual who holds a valid Texas classroom teaching certificate may serve as an educational aide without obtaining an educational aide certificate.
- (g) An individual seeking a higher level of educational aide certificate must submit a completed online application and payment and be recommended for issuance at the higher level by the employing school district.

*Statutory Authority: The provisions of this §230.53 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.53 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective December 27, 2016, 41 TexReg 10309; amended to be effective December 23, 2018, 43 TexReg 5470.*

#### §230.55. Certification Requirements for Educational Aide I.

An applicant for an Educational Aide I certificate shall meet the requirements in either paragraphs (1) and (2) of this section or paragraphs (3) and (4) of this section as follows:

- (1) hold a high school diploma, the equivalent of a high school diploma, or higher; and
- (2) have experience working with students or parents as approved by the employing superintendent. Experience may be work in church-related schools, day camps, youth groups, private schools, licensed daycare centers, or similar experience; or
- (3) be a high school student 18 years of age or older; and

- (4) have a final grade of 70 or better in two or more education and training courses specified in Chapter 127, Subchapter G, of Part 2 of this title (relating to Education and Training) for three or more credits verified in writing by the superintendent of the district in which the credits were earned. The education and training courses must include:
- (A) Human Growth and Development, as described in §127.311 of Part 2 of this title (relating to Human Growth and Development (One Credit), Adopted 2015); or
  - (B) Child Development, as described in §127.317 of Part 2 of this title (relating to Child Development (One Credit), Adopted 2021); or
  - (C) Child Guidance, as described in §127.318 of Part 2 of this title (relating to Child Guidance (Two Credits), Adopted 2021); or
  - (D) Practicum in Early Learning, as described in §127.320 of Part 2 of this title (relating to Practicum in Early Learning (Two Credits), Adopted 2021); or
  - (E) Human Growth and Development, as described in §127.323 of Part 2 of this title (relating to Human Growth and Development (One Credit), Adopted 2021); or
  - (F) Communication and Technology in Education, as described in §127.324 of Part 2 of this title (relating to Communication and Technology in Education (One Credit), Adopted 2021); or
  - (G) Instructional Practices, as described in §127.325 of Part 2 of this title (relating to Instructional Practices (Two Credits), Adopted 2021); or
  - (H) Practicum in Education and Training, as described in §127.326 of Part 2 of this title (relating to Practicum in Education and Training (Two Credits), Adopted 2021).

*Statutory Authority: The provisions of this §230.55 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.55 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective May 17, 2020, 45 TexReg 3288; amended to be effective October 6, 2022, 47 TexReg 6433.*

#### **§230.57. Certification Requirements for Educational Aide II.**

An applicant for an educational aide II certificate shall:

- (1) hold a high school diploma, the equivalent of a high school diploma, or higher;
- (2) have satisfied one of the following requirements:
  - (A) have two creditable years of experience, as defined in Chapter 153, Subchapter CC, of this title (relating to Commissioner's Rules on Creditable Years of Service), as an educational aide I;
  - (B) have completed a minimum of 15 semester credit hours of college credit with some emphasis on child growth and development or related subject areas; or
  - (C) have demonstrated proficiency in a specialized skill area as determined by the school district; and
- (3) have experience working with students or parents as approved by the employing superintendent.

*Statutory Authority: The provisions of this §230.57 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.57 adopted to be effective August 12, 2012, 37 TexReg 5753.*

#### **§230.59. Certification Requirements for Educational Aide III.**

An applicant for an educational aide III certificate shall:

- (1) hold a high school diploma, the equivalent of a high school diploma, or higher;

- (2) have satisfied one of the following requirements:
  - (A) have three creditable years of experience, as defined in Chapter 153, Subchapter CC, of this title (relating to Commissioner's Rules on Creditable Years of Service), as either an educational aide I or II; or
  - (B) have completed 30 semester credit hours of college credit with some emphasis on child growth and development or related subject areas; and
- (3) have experience working with students or parents as approved by the employing superintendent.

*Statutory Authority: The provisions of this §230.59 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.59 adopted to be effective August 12, 2012, 37 TexReg 5753.*

### **§230.61. Role Descriptions.**

School districts shall use the following guidelines to assign educational aides.

- (1) Educational Aide I: performs routine tasks under the direction and supervision of a certified teacher or teaching team; releases the teacher from routine tasks and participates in selecting, planning, organizing, and evaluating; helps the teacher with clerical operations; helps the teacher supervise students in routine movement from one recreational activity to another; helps supervise the playground, bus, and lunchroom; helps the teacher prepare and use instructional media; duplicates instructional materials for teachers; performs classroom clerical operations under the supervision of a certified teacher; or performs equivalent activities determined by the local school district.
- (2) Educational Aide II: performs tasks under the general supervision of a certified teacher or teaching team; releases the teacher from routine tasks and participates in selecting, planning, organizing, and evaluating; helps the teacher prepare and use instructional materials; conducts drills and exercises as directed by the teacher; helps administer and score objective measurement instruments; helps the teacher work with individual students and groups; duplicates materials; records grades and attendance; prepares instructional materials, including displays and mockups; assists with play area activities; helps operate and use educational media; assists with testing routines; works with individual students in drills and exercises; conducts group drills and exercises; assists students with programmed or precise units of instruction; or performs equivalent activities determined by the local school district.
- (3) Educational Aide III: performs and assumes responsibility for tasks under the general guidance of a certified teacher or teaching team; releases the teacher from routine tasks and participates in selecting, planning, organizing, and evaluating; helps the teacher implement methodology and use instructional media to yield an educational environment for all students; assists the teacher with instructional activities; works with individuals or groups of students in a variety of educational experiences; relieves the teacher of selected exercises and instructional drills with students; or performs equivalent activities determined by the local school district.

*Statutory Authority: The provisions of this §230.61 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.61 adopted to be effective August 12, 2012, 37 TexReg 5753.*

### **§230.63. Validity Period of Educational Aide Certificates.**

- (a) Educational aide certificates issued prior to September 1, 2017, are valid for five years and are not eligible for renewal.
- (b) Educational aide certificates issued after August 31, 2017, are valid for two years and are not eligible for renewal.

- (c) Effective September 1, 2017, individuals seeking to transfer from one level of educational aide certificate to another level are not required to renew expired educational aide certificates.

*Statutory Authority: The provisions of this §230.63 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.63 adopted to be effective December 27, 2016, 41 TexReg 10309.*

**§230.65. Requirements for Reissuance of Educational Aide Certificates.**

- (a) Effective September 1, 2017, educational aide certificates will expire at the end of their validity period and are not subject to renewal.
- (b) To be eligible for reissuance of an educational aide certificate following the expiration of an educational aide certificate, a candidate shall submit a new online application and payment and be recommended by the employing school district.

*Statutory Authority: The provisions of this §230.65 issued under the Texas Education Code, §21.041(a) and (b)(1)-(4).*

*Source: The provisions of this §230.65 adopted to be effective December 27, 2016, 41 TexReg 10309.*