

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

EMPLOYMENT OF TEACHING ASSISTANTS

As of October 10, 2017, the minimum qualifications for an individual to be employed by WSWHE BOCES as a teaching assistant are:

1. New York State Education Department Certification as a teaching assistant or the ability to meet certification requirements, and
2. Undergraduate coursework from an institute of higher education accredited by the State of New York, as follows:
 - a. priority will be given to candidates with an Associate's degree or sixty semester hours
 - b. if the candidate pool lacks an adequate number of applicants to fill vacant positions at any one time, candidates with 18 semester hours of undergraduate coursework will be considered and may be deemed qualified in combination with applicable experience and training.

Approved/Revised: 5/28/97
Revised: 10/6/17