TITLE 126
LEGISLATIVE RULES
BOARD OF EDUCATION

SERIES 133
APPROVED COLLEGE CREDIT FOR AIDE 4 CLASSIFICATION (5141)

§126-133-1. General.

1.1. Scope. -- These procedural rules establish the eligibility criteria for Aide 4 Classification.

1.2. Authority. -- W. Va. Code §18A-4-8

1.3. Filing Date. -- November 2, 1984

1.4. Effective Date. -- January 2, 1985

§126-133-2. College Credit.

2.1. Definition: Approved college credit shall be determined to mean credit earned at regionally accredited community colleges, or four (4) year institutions of higher education, or those correspondence, business, occupational, and trade schools which either have obtained a permit from the West Virginia Board of Education in pursuance of West Virginia Code §18-2-10 or which are members of nationally recognized accrediting associations approved by the West Virginia Board of Education in pursuance of the same statute which is:

a. related to basic skills, e.g., reading, writing, speaking, mathematical computation; or

b. applicable to an associate or bachelors degree at a regionally accredited institution; or

c. related to the individual's specific assignment as an aide within a county school district.

2.2. Procedure: County superintendents of schools shall make a decision regarding the Aide 4 classification at the local level in accordance with the criteria previously mentioned. No application or credentialling process is necessary through the State Department of Education. Review of a county school district's implementation of this policy shall be the province of the State Department of Education through the county school district county accreditation policy (2320).

2.3. Effective date: July 1, 1984.

2.4. Credit earned prior to July 1, 1984: Any college credits earned prior to July 1, 1984 in regionally accredited two (2) or four (4) year institutions of higher education or those correspondence, business, occupational and trade schools which either have obtained a permit from the West Virginia Board of Education in pursuance of West Virginia Code §18-2-10 or which are members of nationally recognized accrediting associations approved by the West Virginia Board of Education in pursuance of the same statute may be utilized for the credit hour requirement for the Aide 4 classification.

§126-133-3. Inservice Equivalency.

3.1. Criteria for equivalency: For an Aide 4 to be eligible for inservice education as determined by the West Virginia Board of Education to be the equivalent of three (3) college credits as approved by the 1984 legislature in §18A-4-8, the following criteria must be met:

a. The aide must develop an individual inservice plan which:

1. contains a complete description of the inservice activity(ies) being proposed,

2. identifies the learning which will occur as a result of implementing the plan, and

3. contains the evaluation system to ensure that learning did occur.

b. The plan must be approved by the immediate supervisor with whom the aide works, the principal of the building, and the county superintendent or his/her official designee.

c. The plan must be submitted to the staff development council (See Policy 2510) and the personnel office and be retained as an official part of the county personnel records to be reviewed in accordance with Standard 2 of Policy 2320, County Accreditation.

d. The following guidelines should be utilized in developing and approving plans:

1. One (1) credit hour is equivalent to ten (10)- fifteen (15) clock hours of instruction, and

2. additional work assignments outside the instructional time are appropriate.

3.2. Effective dates: The Aide 4 classification is effective July 13, 1984. Any inservice work completed prior to that time that meets the criteria outlined above may be utilized in determining eligibility. The Aide 4 classification is a salary classification and therefore the final decision on eligibility rests with the employing county superintendent and local boards of education subject to West Virginia Board of Education regulations and monitoring through Policy 2320, County Accreditation.