

TITLE 126
INTERPRETIVE RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 5140

Title: Regulations for the Preparation at Classroom, General Schools, and Clerical Aides

Section 1. General

1.1 Scope - This interpretive rule established three non-instructional days of job-related training for classroom, general school and clerical aides through continuing education.

1.2 Authority - West Virginia Code 18-5-15, 18A-4-8

1.3 Filing Date - December 27, 1982

1.4 Effective Date - February 27, 1983

1.5 Repeal of Formal Policy - 5140 - Auxiliary Personnel Regulations

Section 2. Applicability

This policy applies to the training of classroom, general school, and clerical aides and should depend upon:

- educational levels they have attained
- jobs for which they are being prepared

County school districts should make provisions for the training needed. This training should be under the direction of a person whose primary function is to coordinate the program. The training should be conducted by the most appropriate trainer(s).

Programs shall provide at least three non-instructional days of job-related training which addresses needs identified through the county continuing education process set forth in West Virginia Board of Education Policy 5500.

Whenever common training needs have been identified, the aide and the teacher or supervisor with whom the aide is assigned should be encouraged to participate together in training programs for all or portions of the three mandated days of training.

Section 3. Eligibility

In order to participate in this program, the employee must be:
a) a teacher who utilizes an aide in the classroom, b) auxiliary personnel who are classified as general school, classroom or clerical aides, and c) an employee who uses the services of auxiliary personnel mentioned in b.

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