

A POLICY STATEMENT OF

THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

AUTISM MENTOR QUALIFICATIONS AND REQUIREMENTS

The Hancock County Board of Education is mandating standards for Autism Mentor, a service personnel classification per WV Code §18-2-5 and §18A-4-8.

Standards and Experience

1. Meet the qualifications of "Aide III" as delineated in W. Va. Code §18A-4-8 and verified by the Personnel Director or Assistant Superintendent.
2. Successful completion of a staff development program related to providing instructional supports to students with autism as determined by the West Virginia Department of Education (WVDE) and delineated in the WVDE's *Guidelines for Best Practices Autism Spectrum Disorders: Services in West Virginia Schools*. This standard must be verified by the WVDE.
 - For each hour of training completed, one-half point per hour will be awarded by the WVDE.
 - A minimum of 15 points (or 30 hours of training) must be earned and verified in order for a candidate to meet this requirement.
 - Training is required on the use of restraint and must include prevention and de-escalation techniques with alternatives to the use of restraint.
 - Training must have been completed within a three-year period and documentation submitted to the Office of Special Programs for review and consideration. Training over three years old will not be considered.
 - Points awarded for this item will be determined by the Office of Special Programs after proper documentation of approved training is submitted to the WVDE.
 - The documentation shall, at a minimum, include the name of training, date of training, number of hours, agency providing training and shall include the signature of the training sponsor or designee.
 - Upon completion of the analysis of the documentation submitted, the employee and the Personnel Director or Assistant Superintendent will receive a letter verifying whether the state requirements for this standard have been met.
3. Two (2) years of successful experience providing classroom instructional supports to a student(s) with autism under the supervision of a fully certified special education teacher and verified by the Personnel Director and the Director of Special Education.
 - A year is defined as a minimum of 133 instructional days in any one school year, verified at the end of the school year.
 - A student must be an eligible student with autism for the time the aide provided instructional supports in order for the experience to be counted. The student's eligibility as a student with autism is determined and documented by the Eligibility Committee (EC) in accordance with West Virginia Board of Education Policy 2419: *Regulations for the Education of Students with Exceptionalities*. If a student had a change in EC determination to or from autism while the aide was providing instructional supports, the aide will receive credit only for experience during the time the student was an eligible student with autism as determined by the EC.

- Dates for the time period for which credit for working with students with autism is requested must be documented. The individual seeking certification is responsible for submitting the documentation listed below to the Service Personnel Office at the conclusion of each school year.
 - A letter from the supervising special educator which includes:
 - name(s) of student with autism
 - specific starting and ending dates working with student(s) with autism
 - Explanation of your role and responsibilities in implementing the child's educational program
 - Documentation of this standard is to be kept in the aide's personnel file.
4. Physical ability and stamina necessary to complete all job tasks, including tasks related to ensuring student safety.
- The LEA is responsible for verifying this standard. Hancock County will offer an annual physical fitness Assessment designed to measures physical ability, stamina, cardiovascular fitness and strength. Documentation of this standard is to be kept in the aide's personnel file.

Upon completion of the requirements delineated in this policy and when standards have been verified as met, an aide is eligible to apply for the position of autism mentor.

To receive the autism mentor pay grade, an aide must be employed in an autism mentor position.

Date Adopted:

Date Amended: 10/22/07; 6/12/17

Date Reviewed: