

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 8 – PERSONNEL MANAGEMENT File: 8-3 Professional Personnel Certification</p>	<p>Last Reviewed: 6-28-10 Next Review: 7-01-12</p>
---	---

R 8-3-1 Highly Qualified Teacher

Effective with the 2006-2007 school year, all persons delivering instruction in the core academic subject areas must meet the definition of highly qualified as defined in NCLB and SBP 5202.

Definitions

- ❖ **Core Academic Subjects.** - The core academic subjects include the arts, reading/language arts, English, foreign language, mathematics, science, civics and government, economics, geography, and history. West Virginia defines the arts as dance, music, theatre, and visual art.
- ❖ **Highly Qualified Teacher-State Definition.** – A West Virginia public school teacher is considered highly qualified if s/he:
 - has a bachelor’s degree or higher; **and**
 - meets state certification requirements, including those certified through a WVBE-approved alternative route to certification program, with an endorsement(s) in the core academic subject(s) being taught; **and**
 - demonstrates subject matter competency by:
 - passing the state competency test for which a state minimum score was established by the WVBE in the content area(s); **or**
 - having an academic major or advanced credential(s) in the subject taught as defined in §126-136-4.4 and §126-136-4.6, respectively; **or**
 - satisfying West Virginia’s HOUSSE** definition as defined in §126-136-4.35 of SBP 5202, provided the individual previously held the appropriate license to deliver instruction in the core academic subject, but was not assigned to do so prior to the year in which the evaluation is conducted.

***HOUSSE may not be used to acquire an initial certification in one of the core academic subjects.*
- ❖ **Title I Reading Teacher.** - According to the NCLB guidelines, a Title I reading teacher is considered highly qualified if s/he holds certification in elementary education or multi-subjects. For state certification as a Title I reading teacher, the WVBE requires a master’s degree in reading specialist, completion of a graduate level reading specialist program, a reading authorization, or completion of a reading endorsement program.
 - The reading endorsement can be granted only to individuals who hold a professional teaching certificate.
 - The reading endorsement shall reflect those grade levels that appear on the individual’s professional teaching certificate.

- ❖ **Special Education Teacher** - A special education teacher who is responsible for providing instruction and course credit for any course included in the NCLB defined core academic subject areas for students with exceptionalities must hold a minimum of a bachelor's degree, meet state certification requirements with the appropriate endorsement in special education, and demonstrate subject matter competency in order to be considered highly qualified. A special education teacher can demonstrate subject matter competency in one of the following ways:
 - A special education teacher providing instruction to students with significant cognitive disabilities who take the West Virginia Alternate Assessment can demonstrate subject matter competence by successfully completing the Praxis II test required for Elementary Education **OR** by using the state's HOUSSE option defined in §136-136-4.35 of SBP 5202, provided the individual held the appropriate license to teach students with significant cognitive disabilities, but was not assigned to provide instruction in that setting prior to the year in which the evaluation is conducted.
 - An elementary special education teacher providing instruction at the elementary level can demonstrate subject matter competence by successfully completing the Praxis II test required for Elementary Education **OR** by using the state's HOUSSE option defined in §136-136-4.35, provided the individual held the appropriate license to teach students with significant cognitive disabilities, but was not assigned to provide instruction in that setting prior to the year in which the evaluation is conducted.
 - A consultative special education teacher working in a collaborative role with a highly qualified general education teacher is considered highly qualified.
 - A secondary special education teacher who is highly qualified to teach mathematics, English, or science may use the subject matter test required for any other specialization they may be assigned to teach to demonstrate subject matter competence **OR** use state's HOUSSE option defined in §126-136-4.35 of SBP 5202.
- ❖ **HOUSSE: High Objective Uniform State Standard of Evaluation (HOUSSE):** HOUSSE is an optional method of documenting subject matter competency in a core academic subject(s) for a teacher in order to meet the definition of highly qualified teacher. Section I of the Teacher Evaluation Form identified in State Board of Education Policy 5310 that addresses a teacher's knowledge of the subject has been designated as West Virginia's HOUSSE. A general education teacher not new to the profession and a special education teacher eligible to use HOUSSE as defined in State Board of Education Policy 5202 may use a rating of "meets standards" or higher on Section I of the Teacher Evaluation Form to document his/her subject matter competency in order to meet the definition of highly qualified teacher in that content are being evaluated that year. Special Education Teachers who must rely on HOUSSE to demonstrate subject matter competency may use WV Board of Education approved professional development for the purpose of demonstrating subject matter competence. (SBOE Policy 5202)

Guiding Principles for Utilizing Consultative Special Education Teachers (Collaboration):

- ❖ **Consultative Special Education Teacher** - A Special Education Teacher may serve in a consultative role to content certified and highly qualified general education teachers who are

providing direct initial instruction to special education students. The consultative special education teacher may go into the general education classroom to deliver services described below.

- ❖ Definition of Consultative Special Education Teacher - The duties of a consultative special education teacher may include:
 - reviewing and re-teaching prerequisite skills;
 - organizing previously introduced material;
 - reinforcing previously introduced material;
 - adapting curricula for easier access;
 - assisting with long-term assignments;
 - targeting learning strategies to ensure content knowledge acquisition, and

The consultative special education teacher may not be the teacher of record for students to whom s/he is providing services.

Efforts to Achieve 100% Highly Qualified Goal

In an ongoing effort to meet state and federal requirements relating to highly qualified teachers and paraprofessionals, recruiting and hiring practices will reflect efforts to seek and employ personnel that meet highly qualified standards. Ongoing efforts shall be made to ensure that 100% of teachers and paraprofessionals are highly qualified, which include the following:

- ❖ The Superintendent or his/her designee will verify that course codes, teacher certification codes, and other related data is recorded accurately in the West Virginia Education Information System.
- ❖ The Superintendent or his/her designee will involve the appropriate staff members in analyzing relevant data and identifying current and potential areas where 100% highly qualified requirements may not be met.
- ❖ The Superintendent or his/her designee will make appropriate efforts to recruit, retain, and retrain staff in order to increase the percentage of highly qualified teachers in core academic classes, as a means of designating appropriate solutions for identified problem areas. Also the following steps will be implemented:
 - Seek and obtain permits for teachers when applicable.
 - Provide funds that can be used to assist with tuition reimbursement for teachers seeking to become highly qualified, after successful completion of required classes. Title I, II, and/or Special Education funds shall be used for such purpose only after state funds allocated for such purpose have been exhausted. Teachers seeking tuition reimbursement must follow the procedures described below:
 - Complete Form 36 (available on the WVDE website at <http://wvde.state.wv.us/certification/forms.html>.)

- Submit Form 36, a W-9 tax form, and all other appropriate documentation to the Preston County Director of Federal Programs.
 - The Federal Programs Director will obtain the signature of the Preston County Superintendent of Schools, and submit Form 36 and all other necessary documentation to the West Virginia Department of Education.
 - Upon receipt of an "out-of-funds" letter from the WVDE, the teacher must notify the Preston County Federal Programs Director. Promptly, upon completion of the course, the teacher must submit a copy of the letter with a written request for tuition reimbursement to the Preston County Federal Programs Director. Reimbursement will be for tuition only.
 - No application will be considered that does not meet WVDE guidelines.
- Provide professional development opportunities for teachers seeking to become highly qualified.
 - Provide appropriate information to parents relating to teacher qualifications and highly qualified status, and communicate to staff members the policy and procedures relating to highly qualified teachers.
- ❖ The Superintendent or his/her designee will develop annual individual highly qualified plans for personnel who are not highly qualified. Plans should be developed jointly with principals and non-highly qualified personnel prior to the beginning of the 2nd school month, or within 30 days after employment in a position for which the individual is not highly qualified. Plans should be reviewed on or before June 1 to evaluate progress.

[Home](#)

R 8-3-2 Paraprofessional Certificates

Paraprofessionals (includes persons classified as Aide I, II, III, and IV, and paraprofessional). – The NCLB requires all paraprofessionals (excluding those with sole duties as translators and parental involvement assistants) providing instructional support in a program or school receiving Title I funds to be qualified by the end of the 2005-2006 school year.

Salary Classifications:

The Aide I, II, III, IV and Paraprofessional classification identified in W. Va. Code §18A-4-8 are included in the NCLB definition of paraprofessional. Consequently, all Aides I, II, III, IV and Paraprofessionals in West Virginia working in a program or school receiving Title I funds must meet the definition of qualified paraprofessional found in NCLB.

Title I Program or School:

All Aides I, II, III, IV and paraprofessionals working in a Title I school-wide program must be qualified, as defined in the NCLB, by the end of the 2005-2006 school year, regardless of the funding source for his/her position. All Aides I, II, III, IV and paraprofessionals, whose positions are funded by Title I funds; working in a Title I targeted assistance school must meet the definition of qualified paraprofessional found in NCLB.

Qualified Paraprofessional (includes persons classified as Aide I, II, III, and IV). - Criteria for being considered a qualified paraprofessional, as defined in the NCLB, require the completion of at least one of the following:

- ❖ College Coursework. – The applicant must have completed at least two years (48 semester hours) of study at an accredited institution of higher education, as defined in §126-136-4.5; **OR**
- ❖ College Degree. – The applicant must have obtained an associate degree or higher from an accredited institution of higher education, as defined in §126-136-4.5; **OR**
- ❖ WVBE Program. – The applicant must have completed the 36 semester hour program as identified in §126-136-12.1.3 and passed the current state competency exam for classroom aides developed pursuant to W. Va. Code §18A-4-8e; **OR**
- ❖ Academic Assessment. – The applicant must have met a rigorous standard of quality and can demonstrate, through a formal state approved academic assessment which includes a measurement of 1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics and 2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Paraprofessionals who have taken and passed the current state competency exam for paraprofessionals developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement.

Certified Paraprofessional (includes persons classified as Aide I, II, III, and IV). – The requirement for being a certified paraprofessional in West Virginia includes completion of the 36 semester hour program as identified in §126-136-12.1.3 and passage of the current state competency exam for classroom aides developed pursuant to W. Va. Code §18A-4-8e.
(WVC §18A-3-2a; SBP 5202)

[Home](#)

R 8-3-3 Professional Certification Requirements

All professional personnel shall hold certification or licensure for the subject or grades to which they are assigned. Pendleton County professional personnel shall be certified or licensed in accordance with *SBP 5202 - Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications*. Personnel who have questions concerning certification may review SBP 5202 on-line at the West Virginia State Department web site and/or contact the Pendleton County Schools Personnel Office.

Most Commonly Issued Certificates:

- ❖ Temporary Teaching Certificate;
- ❖ Initial Professional Teaching Certificate;
- ❖ Professional Five-Year Teaching Certificate;
- ❖ Temporary Administrative Certificate;

- ❖ Initial Professional Administrative Certificate;
- ❖ Professional Student Support Certificate;
 - School Counselor;
 - Professional Student Support Certificate;
 - Speech-Language Pathologist;
 - Attendance Director;
 - Athletic Trainer;
- ❖ Paraprofessional Certificate ; and
- ❖ Permits Issued to Professional Educators.

Renewal of Professional Certification:

It is the responsibility of each certified person to see that a valid certificate is on file in the Superintendent's office. When certified personnel have increased their certification, either by upgrading or by adding endorsements in certification for pay purposes, they are responsible for informing the Superintendent's office of the change. The Personnel Office should be informed of all expected changes before the start of each school year. Standards and guidelines for certification renewals may be found in *SBP 5202*.

Permanent Certification:

The holders of professional certificates may qualify for permanent certification once they have completed the requisite number of years of professional experience and when they have met the academic and other requirements contained in *SBP 5202*.

(SBP 5202)

[Home](#)

R 8-3-4 Tolling of License and Registration Requirements

The running of any licensure or registration requirement, including, but not limited to, the payment of any license or registration fees of a licensing board or commission of the state shall be tolled during the period of absence for active duty for any member of the National Guard or other reserve component of the armed services of the United States until sixty days after the return of the member from active duty: Provided, That the service member shall be granted a period of time equal to the period of active duty to fulfill any continuing education requirements needed for licensure or registration.

Note: Tolling may be construed to mean the clock temporarily stops on the term of a license or certificate.
(WVC §15-1F-1b)

[Home](#)

R 8-3-5 Reimbursement for Tuition Costs

Teachers may petition the State Department of Education for reimbursement of tuition, registration and other required fees for coursework completed toward both certification renewal and additional endorsement in a shortage area. Reimbursements will be granted to applicants to the extent of funds appropriated by the legislature for these purposes.

Payment may be made to any teacher who holds either a valid West Virginia certificate or a first class permit for full-time employment; and is seeking an additional endorsement in a shortage area or certification renewal, and has a continuing contract with the Board.

If funds appropriated for the purposes specified above are insufficient for the reimbursement of all eligible courses within the limits provided in the code, the West Virginia Department of Education shall make the reimbursements for courses for additional endorsement in a shortage area and certification renewal in a shortage area first.

The payment shall be made as reimbursement for the tuition, registration and other required fees for any course completed at any college or university within the state or college or university outside the state if prior approval is granted by the State Department. However, payment made for any single fee may not exceed the amount of the highest corresponding fee charged at a state institution of higher education.

Reimbursement for courses completed toward certification renewal is limited to 15 semester hours of courses for any teacher. Reimbursement for courses completed toward additional endorsement in a shortage area is limited to 15 semester hours of courses for any teacher.

(SBP 2320, 5202 and §18A-3-3)

[Home](#)

R 8-3-6 Issuing Permits to Non-School Personnel Coaches

It is the policy of the Board to utilize school employees for coaching positions whenever possible; therefore, the Superintendent and school principals shall make every attempt to secure coaches from within the school or within the school system. In the event the Superintendent must recommend a non-school person for a middle or high school coaching position, he/she may petition the State Superintendent to issue a permit to the person who will be serving as either an extracurricular activity coach (sponsor) or an athletic coach. Such permits are subject to the following limitations:

- ❖ Such person shall be employed under a contract with the Preston County Board of Education which specifies the duties to be performed, which specifies a rate of pay equivalent to the rate of pay for professional educators in the district who accept similar duties as extra duty assignments and which provides for liability insurance associated with the activity: Provided, that such person shall not be considered an employee of the Board for salary and benefit purposes other than as specified in the contract;
- ❖ A currently employed certified professional educator has not applied for the position; and
- ❖ Such person completes an orientation program designed and approved in accordance with state board rules (SSAC provides the orientation program).

The Board further requires that all such employees receive and read carefully all county policies and regulations regarding the responsibilities of school personnel entrusted with the supervision of students. Such employees shall be required to submit to a tuberculin skin test as prescribed by law and shall submit to an FBI background check.

Such extracurricular assignments are for one year only and must be reposted annually in the event that a currently employed certified professional educator should desire the job.

The above regulations applied to both paid and unpaid non-school personnel coaches.
(WVC §18A-3-2a; SBP 5202))

[Home](#)

R 8-3-7 National Board Certification

The National Board for Professional Teaching Standards is an outgrowth of several studies conducted in the 1980's concerning the quality of American public education. The NBPTS seeks to identify and recognize teachers who effectively enhance student learning and demonstrate the high level of knowledge, skills, abilities, and commitments reflected in the five core propositions.

- ❖ Teachers are committed to students and their learning;
- ❖ Teachers know the subjects they teach and how to teach those subjects to students;
- ❖ Teachers are responsible for managing and monitoring student learning;
- ❖ Teachers think systematically about their practice and learn from experience;
- ❖ Teachers are members of learning communities.

The State Board of Education offers financial assistance to those teachers seeking NBTS and it also provides an annual salary supplement to those who achieve the certification (financial assistance to obtain the certification and annual salary supplement are subject to legislative appropriations).

The Preston County Board of Education supports this national and state effort to raise the level of the professional training of its teachers and encourages interested teachers to pursue their professional and personal goals.

Additional information about NBPTS may be found at the website (www.nbpts.org) or by calling 1-800-22TEACH.
(SBP 5202)

[Home](#)

R 8-3-8 Revocation of Teaching Certificates

Professional employees may have their certificates revoked for any of the following causes: Intemperance; untruthfulness; cruelty; immorality; the conviction of a felony or a guilty plea or a plea of no contest to a felony charge; the conviction, guilty plea or plea of no contest to any charge involving sexual misconduct with a minor or a student; or for using fraudulent, unapproved or insufficient credit to obtain the certificates.

However, the certificates of a teacher may not be revoked for any matter for which the teacher was disciplined, less than dismissal, by the Board, nor for which the teacher is meeting or has met an improvement plan determined by the Board, unless it can be proven by clear and convincing evidence that the teacher has committed one of the offenses listed above.

In order for any conduct of a teacher involving intemperance; cruelty; immorality; or using fraudulent, unapproved or insufficient credit to obtain the certificates to constitute grounds for the revocation of the certificates of the teacher, there must be a rational nexus between the conduct of the teacher and the performance of his or her job.

It shall be the duty of the Superintendent, if he/she knows of any acts on the part of any teacher for which a certificate may be revoked in accordance with §18A-3-6, to report the same, together with all the facts and evidence, to the state superintendent for such action as in the state superintendent's judgment may be proper.
(WVC §18A-3-6; SBP 5202)

[Home](#)

R 8-3-9 Athletic Trainer

The Preston County Board of Education shall employ an athletic trainer or an individual with limited football trainer authorization to serve during senior high school football practices and games.

Licensure Governing Athletic Trainers (SBP 5202; SBP 5112)

- ❖ **Athletic Trainer.** The Professional Service Certificate endorsed for athletic trainer stands alone, shall not require other certificates as a prerequisite, and must be renewed in accordance with renewal requirements for professional certificates approved by the West Virginia Department of Education (WVDE). Only an individual who holds a bachelor's degree from an accredited institution of higher education and has completed a state approved athletic trainer program, (including the content test) through an accredited institution of higher education shall be eligible for the Professional Service Certificate endorsed for athletic trainer.
- ❖ **Authorized Athletic Trainer.** An Authorization endorsed for athletic trainer may be issued to an individual who holds certification through the National Athletic Trainers Association Board of Certification (NATABOC). The Authorization may be reissued annually upon application to the WVDE Office of Professional Preparation with documentation of valid NATABOC certification and the recommendation of the superintendent of the employing county.
- ❖ **Permit Athletic Trainer Permit.** - The Full-time Permit endorsed for Athletic Trainer may be granted to an individual who holds a minimum of a bachelor's degree and has completed six semester hours of credit applicable to a state-approved Athletic Trainer program. An Athletic Trainer Permit requires a commitment among the county board of education, the institution of higher education and the individual assuring that the individual will complete at least six college credit hours per year in the program and that s/he will complete the program

in no more than five years. Additionally, these individuals must annually attend the Athletic Trainer workshop as provided in *SBP 5112, Athletic Trainers in the Public Schools of West Virginia*. The Permit may be renewed for five years provided that the candidate follows the agreement.

- ❖ **Limited Football Trainer Authorization.** If an athletic trainer can not be obtained, the Board may employ a licensed health care provider which may include, but not limited to, one of the following: physician, registered nurse, licensed practical nurse, chiropractor, physical therapist, occupational therapist, physicians assistant, paramedic, and emergency medical technician.

The individual employed under these provisions must complete the requirements to receive a Limited Football Trainer Authorization and must present a copy of a high school diploma or GED diploma. This credential may be renewed annually following the process outlines in *SBP 5112 and SBP 5202, Section 20*.

To qualify for limited football trainer authorization, county boards of education must:

- Post the position of athletic trainer or individual to receive limited football trainer authorization with a closing date of May 1 or earlier.
- If an athletic trainer cannot be employed, county boards of education shall select a licensed health care provider to apply for limited football trainer authorization.
- Require the individual seeking limited football trainer authorization to attend an athletic trainer workshop/clinic sanctioned by the WVSSAC.
- Require the individual seeking limited football trainer authorization to complete and submit the Application for Limited Football Trainer Authorization to the WVDE Office of Professional Preparation by July 1.

Athletic Trainers Registration

An athletic trainer must register with the Board of Physical Therapy before s/he advertises himself or herself as an athletic trainer in this State, or uses the initials “AT”, “registered athletic trainer”, “athletic trainer”, or any other words, abbreviations, titles or insignia which indicate, imply, or represent that the person is an athletic trainer.

(WVC §30-20A-2; §30-20A-5 and §30-20A-6)

General Role Description

Both an athletic trainer and authorized athletic trainer shall possess the essential knowledge, skills, attitudes, and credentials necessary to carry out the practices of prevention, evaluation, initial care, and physical rehabilitation of injuries sustained by students engaged in public school athletics. Personnel holding either of these positions shall have the responsibility for the development, implementation, and management of the athletic training program.

Individuals who possess credentials as a Permit Athletic Trainer or Limited Football Trainer Authorization shall have their duties limited to evaluation, initial care, and referral of injuries sustained by students engaged in public school athletics.

Governing Principles

An individual serving as an athletic trainer or individuals with limited football trainer authorization may not have simultaneous coaching responsibilities in the same sport.

An athletic trainer or an individual with limited football trainer authorization must be in attendance at all senior high school football practices and games. The Superintendent may grant excuses from this requirement for individual practices or games based on illness, accident or unforeseen events. When an athletic trainer or an individual with limited football trainer authorization is not in attendance because of an illness, accident or other unforeseen event, the Superintendent must secure the attendance of other persons with specialized health related training.

It shall be the responsibility of the athletic trainer or individual with limited football trainer authorization to determine whether or not an injured student athlete participates in a game or practice. **(SBP 5202 and SBP 5112)**

[Home](#)

Adopted: March 14, 1983
Amended/Revised: June 28, 2010