

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b></p> <p><b>FILE: 8 – PERSONNEL MANAGEMENT</b></p> <p><b>File: 8-4      Service Personnel Certifications and Competency Exams</b></p>	<p><b>Last Reviewed: 6-28-10</b></p> <p><b>Next Review: 7-01-12</b></p>
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All service personnel employed by the Preston County Board of Education shall meet certification and competency standards as they are defined in the West Virginia Code, State Board Policies, and Federal Guidelines which accompany Federal Programs.

**R 8-4-1      Commercial Driver’s License for School Personnel and Electrician License**

Employees engaged in work related activities that require the driving of a motor vehicle used in commerce to transport at least 16 passengers (including the driver) or property shall be required to hold a commercial driver’s license (CDL) as a condition of employment. The Board shall reimburse the employee for any fees related to obtaining the CDL.

If the Board requires employees who perform electrical work to hold a license, it shall also pay the cost of such license.  
**(WVC §18A-2-4)**

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**R 8-4-2      Required Level of Education and Service Personnel Contracts**

Before entering upon their duties all service personnel shall execute with the Board of Education a written contract in the form pursuant to state statutes and Preston County Board of Education regulations. Initial contracts of employment shall be designated as probationary contracts. Persons extended job offers shall return the contract of employment to the County Board Office within 30 days after receipt of the contract or they shall forfeit the right to employment.

Continuing contracts shall be granted to service employees who have completed three years of acceptable employment. Also, service employees holding a continuing contract with another county shall be granted a continuing contract upon completion of one year of successful employment if such employment is during the next succeeding school year or immediately following a leave of absence of one year or less.

Effective July 1, 1988, all first time employees must have obtained a high school diploma or a General Education Development Certificate (GED) or they must be enrolled in a GED program, in which case, continued employment is contingent upon normal progress and completion of the GED.  
**(WVC §18A-2-5)**

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### **R 8-4-3      Competency Testing for Service Personnel**

Every person (new applicants or current employees) desiring to be placed in a service personnel position shall first pass the State competency exam for the area of employment desired. Competency tests are offered regularly at the Vocational and Technical Center of Preston High School. The Superintendent may, with the approval of the Board, elect to designate other locations within Preston County as testing sites.

- ❖ The exams are both basic literacy tests and job specific.
- ❖ Applicants may request to take the written test orally. Oral test will be recorded mechanically and kept on file. The person administering the oral test may not know the applicant personally.
- ❖ The subject matter of the test shall be commensurate with the requirements of the job classification.
- ❖ Applicants who pass the test shall be deemed qualified to fill vacancies in the classification category.
- ❖ The test shall be given under uniform testing conditions.
- ❖ Current employees seeking employment in another classification shall be excused from work, without loss of pay, to take the competency test.
- ❖ A minimum of one day of appropriate in-service training will be provided for employees to assist them in preparing for the exam.
- ❖ An applicant who does not pass the exam shall be given other opportunities to retake the exam when applying for another vacancy in the classification category.  
(WVC §18A-4-8e)

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### **R 8-4-4      Title I Paraprofessionals and Instructional Aides**

New federal guidelines prompted by “No Child Left Behind” require that the Preston County Board of Education to institute the following guidelines for the employment of new aides and paraprofessionals and the training of current employees filling those positions. Current guidelines are as follows:

- ❖ New paraprofessionals employed after January 8, 2002 must have: 1) completed two years of study at an institution of higher education, or 2) obtained an Associate’s (or higher) degree, or 3) passed the current state competency test given to instructional aides.
- ❖ New Title I instructional aides must have 1) completed two years of study at an institution of higher education, or 2) obtained an Associate’s (or higher) degree, or 3) passed the current state competency test given to instructional aides.
- ❖ The Board shall provide information to all current paraprofessionals and instructional aides employed prior to January 8, 2002 that they must also meet the preceding guidelines within four years.

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#### **R 8-4-5 Supervisory Aides**

Within the framework of hiring practices in Preston County, principals may designate aides in the school who agree to exercise supervisory authority and stand in the place of parents and exercise such authority and control over students as is required of a teacher. Such appointments shall be on the basis of seniority and the duties to be performed must be clearly defined.

The terms and conditions of the agreement shall be in writing, signed by both parties and may include additional benefits.

The authority of a supervisory aide does not extend to suspension or expelling students, does not permit corporal punishment and does not allow these aides to perform instructional duties as a teacher or substitute teacher. However, supervisory aides may supervise students undergoing in-school suspension if the instructional duties required by this assignment are limited solely to handing out and collecting class work.

Supervisory aides shall receive a salary not less than one pay grade above the highest pay grade they hold at the time of appointment. They may not be required to perform noninstructional duties for an amount of time greater than that performed by other aides in the school unless aide and the Board mutually agree to the assignments. Supervisory aides shall have the option of agreeing to supervise students and of renewing related assignments annually. Should an aide elect not to renew the previous agreement to supervise students, the salary of the aide shall revert to the pay grade specified in the state salary schedule.

(WVC §18A-5-8)

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#### **R 8-4-6 Bus Operator Certification**

Notwithstanding any other provision of this code to the contrary and notwithstanding any rules of the school board concerning school bus operator certification in effect on the effective date of this section, the certification test for a school bus operators shall be required as follows, and school bus operators shall not be required to take the certification test more frequently:

- ❖ For substitute school bus operators and for a school bus operators with regular employee status but on a probationary contract, the certification test shall be administered annually;
- ❖ For a school bus operators with regular employee status and continuing contract status, the certification test shall be administered triennially; and
- ❖ For substitute school bus operators who are retired from a county board and who at the time of retirement had 10 years of experience as a regular full-time bus operator, the certification test is shall be administered triennially.

(WVC §18A-4-8e)

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Adopted: March 14, 1983  
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