



HARRISON COUNTY SCHOOLS


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MEMORANDUM

TO: All Aides

FROM: Assistant Superintendent Donna D. Hage, NBCT 

RE: Autism Mentor Requirements

DATE: February 19, 2014

The following attachments are provided to all Harrison County service personnel with the classification of aide for informational purposes. It includes information related to Autism Mentor Policy 5314.01 (effective May 13, 2013). If you are currently or plan to become an autism mentor during your career in West Virginia, the following information may be of use to you. ***Also, refer to the information you received from Daryle Maher on August 12, 2013 regarding these requirements (See back.)***

To obtain the classification of autism mentor, one must complete the following:

- Minimum of 15 points (or 30 hours of training) earned and verified training as determined through the West Virginia Department of Education; must have had Autism I and Autism II within a 3 year window of your documented experience with an autism student
- Two (2) years (266 days) of successful experience providing classroom instructional support to a student(s) with autism under the supervision of a fully certified special education teacher; dates for the time period for which credit for working with students with autism is requested must be documented in the aide's personnel file at the request of the employee through employee's notification to Personnel
- To receive the autism mentor pay grade, an aide must be employed in an autism mentor position

Once all of the above requirements have been met and verified, an aide is eligible to apply for the position of autism mentor. Also, an employee must have physical ability and stamina necessary to complete all jobs tasks, including tasks related to ensuring student safety.

CC: Coordinator Daryle Maher, NBCT

News & Notes

Annual Aide Training ~ August 12th, 2013

Welcome Back! A special welcome to new aides!

Registration: Sign in morning and afternoon.

First Aid and CPR

➤ **Autism Mentor Policy 5314.01**

Email: All aides are required to have an Access account. If you do not have an account, please refer to the handout: *How Can I get an Access E-mail Account?* Special Education aides, LPNs, and Paraprofessionals email Daryle Maher- dmaher@access.k12.wv.us and Pre-K or K aides email Lisa Ray- lmray@access.k12.wv.us

Absences: Remember that substitutes are entitled to consecutive days in uninterrupted absences. In the event that you may miss a second day unexpectedly, be sure to know which sub was assigned to your position so he/she may be called again. Follow your principal's procedure for calling the sub out for the next day. Remember that the phone number has been changed to 304-931-4938 or as always, you may access it online at <http://harrisoncounty.eschoolsolutions.com>.

Substitute Folders: Please complete the information in the substitute aide folder and leave it with your first period teacher, classroom teacher, or with the secretary in the office. Be sure to update this each grading period.

- **Service Personnel Substitute Report :** Please complete the regular employee portions of the report and leave several copies in your folder for substitutes. Include information about the extra-curricular duties.
- **Include Calendar in sub folder.**

IS/TP Days: Teacher Parent Conferences are regular work days. Service Personnel may opt work their regular hours on these days despite changes for professionals. .

Timecards: Policy 3309.4 – It is the employee's responsibility to report accurate work hours on their timesheets..... 3309.12 The superintendent or designee...may authorize flex time or a schedule change within the workweek.... Timesheet must list flextime hours...may not exceed contracted hours. **If a student or students are absent, the extra duty position is not needed on that day & should not be listed on your time sheet.**

Crisis Prevention Intervention (CPI): Full class will be offered in the fall with a refresher in the spring. Please contact me if you are not trained in CPI and find yourself working a great deal with a student who may require physical intervention.

Have a great year! What you do has a large impact on our students!