

40 TAC §805.21

AEL Staff Qualifications and Training Requirements

Position	Educational Requirement & Documentation	PD Hour Requirement	PD Hour Description	Documentation of PD
AEL Aides Administrative staff Data Entry staff Proctoring staff Staff paid with AEL funds and providing support or employment services to students (ex: Career Navigator). <i>*Clerical and janitorial staff are exempt from AEL PD requirements; educational and professional development requirements should be determined at the local program level.</i>	<p>AEL aides, administrative, data entry, proctoring staff, and staff providing support or employment services to students <i>shall</i> have at least a high school diploma or high school equivalency.</p> <p>A copy of High School diploma or High School Equivalency document <i>must</i> be kept in personnel file for monitoring purposes.</p>	<p>All staff providing support services or college and career transitional support who are paid through an AEL grant <i>shall</i> receive at least 3 clock hours of professional development each program year.</p> <p>AEL staff assigned test proctoring or data entry duties <i>shall</i> receive at least 3 clock hours of professional development <i>related to their primary job duties</i> each program year.</p>	<p>AEL aides, Administrative staff and other staff that provide support or employment services to students do not have a specific content area for the 3 required hours of PD and is at the discretion of the local Program Director.</p> <p>Test Proctors & Data Entry staff <i>must</i> have 3 PD hours related to their primary job duties (ex: Data Entry staff should have TEAMS training).</p>	<p>Certificate of completion generated by PD Portal OR copy of sign-in and sign-out sheet, agenda that includes # of PD hours, materials that show relationship to job duties, where relevant.</p>
AEL Directors Supervisors Staff that oversee program assessment services, overall program accountability and/or coordination responsibilities	<p>AEL Directors, supervisors, staff that oversee program assessment services and/or overall program accountability <i>shall</i> possess at least a Bachelor's Degree.</p>	<p>All AEL directors and supervisors, and other staff with program oversight or coordination responsibilities <i>shall</i> receive 15 clock hours of professional development each program year with the following exception: Staff hired on or after January 1 of a program year <i>may</i> require half of the professional development time required for that program year.</p>	<p>There is no reference to specific professional development content in the AEL Rules. However, individual AEL contracts may require specific professional development activities and should be the primary reference resource for PD relative to AEL directors, supervisors and staff with oversight of program assessment services and/or program accountability.</p>	<p>Certificate of completion generated by PD Portal OR copy of sign-in and sign-out sheet, agenda that includes # of PD hours, materials that show relationship to job duties, where relevant.</p>
<p>Reading, writing, mathematics and English language acquisition instructors</p> <p>Volunteer Instructors/Tutors Other AEL instructional staff, except substitutes, <i>paid with AEL grant funds or who acquire student contact hours.</i></p>	<p>Instructors in the content areas of reading, writing, mathematics, and English language acquisition shall possess at least a Bachelor's Degree.</p> <p>A copy of the Bachelor's Degree <i>must</i> be kept in the personnel</p>	<p>15 clock hours of professional development each program year <i>*if new to AEL or direct student service delivery, staff must receive at least 6 clock hours of professional development within 30 calendar days of providing</i></p>	<p>Of the required 15 clock hours, 9 hours <i>must</i> include:</p> <ul style="list-style-type: none"> • 3 clock hours - principles of adult learning • 6 clock hours - relevant areas of literacy instruction • 6 clock hours at program discretion, but consisting of content related to AEL program's 	<p>Certificates of completion generated by the PD Portal OR sign-in and sign-out sheets, agenda w/PD hours, materials that show relationship to job duties, where relevant: if PD is intended to satisfy the required principles of adult</p>

<p>*At the discretion of the program director, 6 clock hours of content area in staff professional development for individuals who have 18 or more college semester undergraduate or graduate credit hours in relevant areas of literacy instruction <i>may</i> be waived.</p>	<p>file for monitoring purposes.</p>	<p>instructional activities. These 6 clock hours <i>must</i> include:</p> <ul style="list-style-type: none"> • 3 clock hours of principles of adult learning, and • 3 clock hours of the relevant areas of literacy instruction. <p>Waiving of these requirements for staff new to direct student services <i>must</i> be approved by Agency AEL staff prior to the individual providing any instructional services. Staff hired on or after January 1 of a program year <i>may</i> require half of the professional development time required for that program year.</p>	<p>purpose, which is to provide adults w/ sufficient basic education that enables them to effectively:</p> <ul style="list-style-type: none"> ➤ Acquire the basic skills necessary for literate functioning ➤ Participate in job training and retraining programs ➤ Obtain and retain employment ➤ Continue education to at least the level of secondary school completion and post-secondary education preparation. 	<p>learning or relevant areas of literacy instruction hours, the certificate of completion <i>must</i> indicate # of PD hours earned and which required content area the PD is intended to satisfy (ex: this certificate verifies that John Doe has completed 3 hours of professional development in principles of adult learning).</p>
<p>Substitutes A substitute is defined in the AEL Rules as: <i>An instructor who works on call, does not have a full-time assignment, and does not assume permanent responsibilities for class instruction. An individual is considered a substitute if he or she instructs a particular class for four or fewer consecutive class meetings.</i></p>	<p>Substitutes shall possess at least a Bachelor's Degree. A copy of the Bachelor's Degree must be kept in the personnel file for monitoring purposes.</p>	<p>Substitutes do not have required professional development clock hours and should be addressed at the local program level.</p>	<p>N/A</p>	<p>Any professional development clock hours in TEAMS should have a corresponding certificate of completion from the PD Portal OR sign-in and sign-out sheets, agenda w/PD hours, materials that show relationship to job duties, where relevant.</p>

*Note: Requirements for PD may be reduced in individual cases in which exceptional circumstances prevent employees from completing the required hours. Documentation justifying these circumstances shall be available for monitoring. All exceptions must be approved by Agency AEL staff.

*AEL staff who do not complete required number of PD hours within a program year (July 1 - June 30) will not be allowed to return the next year without an approved exemption. Exemption requests are submitted to Program Director using the approved form and will be forwarded for approval.

*Note: Requests for exemptions for **staff qualification** requirements in individual cases may be submitted to the Agency for approval with a justification outlining extenuating circumstances; and must be submitted and approved *prior* to an individual being placed in the position in question.

*AEL staff who have more than one position funded by an AEL grant are expected to complete the PD hours associated with the highest requirements according to their job description.