



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-07.13 (rev. 1)

DATE: July 2, 2010

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SUPERSEDES: SD-07.13
August 10, 2009

SUPERINTENDENT DIRECTIVE

SUBJECT: EMPLOYEE TRAINING AND STAFF DEVELOPMENT

AUTHORITY: Texas Education Code, Chapter 19; WBP-03.02, "Windham School District Superintendent Responsibilities and Authority"

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD shall provide comprehensive new-hire and staff-development training for all its employees, without discrimination based on race, color, religion, sex (gender), national origin, age, disability, genetic information, or Uniformed Services status (other than occasions when an employee on military leave is unable to be physically present to attend training).

WSD shall establish procedures to govern employee training. WSD shall require employees to attend and satisfactorily complete training, staff development, or educational programs, if the curriculum is related to the employee's duties or prospective duties.

Principals, administrators, and department heads are responsible for supporting training, staff development, and educational programs offered by or through the WSD. Supervisors are also responsible for reinforcing the knowledge and skills that employees may acquire through these opportunities. However, each employee is ultimately responsible for exhibiting a readiness to learn, for applying knowledge and skills offered through training, staff development, and education programs, and for the employee's own professional development.

DEFINITIONS:

"Planning Days" are designated for campus staff to implement shared decision-making activities or individual activities to address the goals set forth in the Campus Improvement Plan, the Regional Improvement Plan, and/or the District Improvement Plan.

“Staff Development Days” are designated specifically for the purpose of providing formalized professional development activities.

PROCEDURES:

The WSD employment training and staff-development procedures set forth in OP-07.13 are minimum requirements for employee training. Individual campuses may design additional training based on the unique needs of each facility, but shall not supersede the procedures set forth in OP-07.13. Questions regarding employee training may be referred to the respective regional office or division providing or requiring training.

I. New-Hire Session

The New-Hire Session promotes understanding of WSD programs, policies, and operations, and fosters positive preparedness for all employees.

A. Eligibility and Participation Requirements

1. All full-time and part-time employees of the WSD shall attend a New-Hire Session upon employment or reemployment with WSD, unless otherwise approved by the division director of Human Resources.
2. Current WSD or Texas Department of Criminal Justice (TDCJ) employees who have promoted to their position may be required to attend division specific training along with new hires.
3. Substitutes and other individuals who are not employees are not eligible to attend New-Hire Sessions or subject-specific training.

B. Content Requirements

1. The New-Hire Session shall be conducted in accordance with the lesson plans approved by each responsible division.
2. During a New-Hire Session, a newly hired or re-hired employee shall:
 - a. Receive and review the employee new-hire packet;
 - b. Be informed about employee benefits;
 - c. Participate in Standard Employment Discrimination Training to include:
 - (1) Reviewing the WSD policies and procedures prohibiting discrimination, including sexual harassment, and

- (2) Viewing the TDCJ Executive Director's Statement on Sexual Harassment and Equal Employment Opportunity Training video; and

- d. Be informed about policies and procedures.

II. Designated Training Days

A. Calendar Schedule

1. The official WSD calendar shall include 10 employee training days. These training days are designated as:
 - a. Six Planning Days and
 - b. Four Staff Development Days.
2. Employee training days may be pre-determined on the official WSD calendar to occur within specified time horizons.

B. Hours of Duty

When attending training, all staff shall work the minimum number of hours, excluding lunch, as designated by OP-07.09, "Hours of Duty." Travel time shall be considered when planning staff-development schedules in order to prevent, when possible, non-exempt employees from working more than 40 hours within the work-week.

III. WSD-Required Training

WSD-required training includes, but is not limited to, the following:

A. All WSD Employees

1. Employment Discrimination Training

All employees shall participate in Employment Discrimination Training provided by the WSD every two years of employment as coordinated by WSD.

2. Sexual Harassment Training

All employees shall participate in Sexual Harassment training every two years of employment as coordinated by WSD.

B. WSD Employees Assigned to a Campus

1. Security Training

Employees shall attend 12 hours of security training during the new-hire training and participate in a minimum of 12 hours of security training each year of employment thereafter.

2. Attendance Accounting Training

All employees assigned to a campus shall participate in attendance accounting training two times each school year in accordance with WSD OP-09.02, "Student Attendance Accounting."

C. Confidentiality Training for Employees (Special Education)

1. The principal shall provide training related to confidentiality of student records to all campus staff each school year.
2. The division director of Instruction or designee shall ensure that all appropriate central office staff receive training each school year.

IV. Employee Obligations on Receiving Training and Educational Programs

An employee shall attend and satisfactorily complete any training, staff development, or educational programs required by the WSD.

- A. Attendance is required for all calendar-designated Staff Development Days.
- B. Satisfactory completion of a program may include passing tests, practical application, or adequately meeting other types of performance standards as determined by the presenter/provider or required by the division director or superintendent.
- C. Attendance requirements shall be in addition to any other specified successful training completion criteria. A participant may not "test out" of a course instead of attending and participating in that course.

* Signature on file
Debbie Roberts, Superintendent
Windham School District