



WINDHAM SCHOOL
DISTRICT

NUMBER: OP-07.13 (rev. 5)

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SUPERSEDES: OP-07.13 (rev. 4)
July 2, 2010

OPERATING PROCEDURES

SUBJECT: EMPLOYEE TRAINING AND STAFF DEVELOPMENT

AUTHORITY: Texas Education Code Chapter 19; Windham Board Policy (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.

DEFINITIONS:

“Needs Assessment” is a function to be conducted on the campus, regional and/or district level that sets forth the needs of the group in order to identify appropriate employee training.

“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 procedures set forth 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 this OP. 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 the WSD, unless otherwise approved by the director of the division 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 other new hires.
3. Substitutes and other individuals who are not employees are not eligible to attend New Hire Sessions or subject specific training (e.g., CHANGES, Cognitive Intervention, and Parenting).
4. An employee who does not attend New Hire training shall participate in a New Hire Session within 45 working days of the date of employment or reemployment. Any variations must be approved by the director of division of Human Resources.

B. Content Requirements

1. The New Hire Session shall be conducted in accordance with the lesson plans approved by each responsible division. The New Hire Session shall include:
 - a. Human Resources Hiring Process – four hours (Current WSD or TDCJ employees are exempt.);
 - b. Security Training – 12 hours;
 - c. Attendance Training
 - (1) Two hours for teachers, secretaries, and principals
 - (2) Counselors, testing specialists, and testing clerks as required by position;
 - d. Professional Development and Appraisal System (PDAS) – four hours for teachers only; and
 - e. Division specific training – as established by the respective division in conjunction with the Division of Human Resources;

2. During a New Hire Session, a newly hired or rehired 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.

C. Coordination

The Division of Human Resources, shall:

1. Determine the location of the New Hire Session site;
2. Communicate all names of prospective new hires to appropriate WSD staff; and
3. Coordinate prospective New Hire participation.

II. Needs Assessment

- A. A campus based Needs Assessment shall be conducted annually at the outset of the school year. This Needs Assessment shall identify the areas and topics the campus staff target for professional development. Needs Assessments may also be conducted annually by regional offices, to be coordinated through regional administrators.
- B. Ensuing staff development activities shall relate directly to the Needs Assessment, particularly as these areas relate to the District Improvement Plan, the Regional Improvement Plan or the Campus Improvement Plan.
- C. Needs Assessment surveys may be conducted as needed throughout the year in an effort to guide district level professional development activities.

III. 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. Scheduling of training days shall be coordinated through the regional office and may vary throughout WSD.
3. Employee training days may be predetermined on the official WSD calendar to occur within specified time horizons (e.g., Regional Staff Development and Unit Choice Planning Days). A campus may move these predetermined days with approval from the regional administrator. This approval shall be forwarded by the regional administrator to the Division of Operational Support.

B. Hours of Duty

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, nonexempt employees from working more than 40 hours within the work week.

C. Planning Days

Appropriate Planning Day activities may include, but not be limited to:

1. Campus based committee meetings;
2. Data analysis relating to student performance;
3. Teacher preparation and/or planning;
4. Preparing, reviewing and/or modifying Campus Improvement Plans;
5. Activities addressing improvement of student performance and/or campus performance; and
6. Vertical and/or horizontal curriculum alignment planning.

D. Staff Development Days

On unit choice staff development days, a minimum of six hours of staff development activities shall be planned for these days, excluding breaks (e.g., lunch). All staff members are required to work the same number of hours as a regular work day.

1. Staff development activities shall incorporate professional development activities that:
 - a. Are designed to improve participants' knowledge of specific content and/or strategies;
 - b. Provide educators with the skills, knowledge and abilities to support the learning environment;
 - c. Are determined based on Needs Assessment feedback; and
 - d. May or may not include WSD directed and/or specific curriculum.
2. The following verification is required:
 - a. Any campus entering a Staff Development event into the electronic database is responsible for maintaining the original documents regarding the event. All campuses shall maintain, at a minimum:
 - (1) Current year Needs Assessment and
 - (2) Agendas and rosters for all Staff Development events recorded in the electronic database, in accordance with the WSD Records Retention Schedule.
 - b. If a campus attends a Staff Development event but does not enter the event in the electronic database (e.g. clustered events, regional events), the campus shall retain an agenda from the event(s).

IV. Documentation

A. Continuing Professional Education (CPE)

CPE credit is a requirement for certified staff that hold a standard certificate issued by the State Board for Educator Certification (SBEC).

1. WSD is an SBEC approved registered provider for CPE credit.
2. The staff development proponent or training development representative shall be responsible for issuing certificates of completion. Certificates are issued exclusively for CPE credit.
3. It is the sole responsibility of an individual to maintain the required documentation for SBEC CPE credits for certification renewal requirements.

B. Internal Training, Staff Development, or Educational Programs

1. The staff development proponent or training development representative shall be responsible for verifying an employee's completion of any internal training, staff development, or educational programs.
2. The respective training proponent shall follow the appropriate procedures to ensure that an employee's participation in an internal training, staff development, or educational program is properly recorded.
 - a. The electronic database is used to track and report the WSD's provision of internal CPE activities.
 - b. Completion of training shall be recorded in the WSD electronic database if the session was provided by a WSD representative.
 - c. All entries shall be made within 45 calendar days of the end of the training activity.
3. Documentation that teachers have satisfactorily completed training shall be required prior to teaching CHANGES, Cognitive Intervention, Perspectives and Solutions, and Parenting.

C. External Training, Staff Development, or Educational Programs

1. Participation in staff development activities outside of, or not coordinated by, the WSD shall be approved by the appropriate division director, regional administrator, and/or superintendent in accordance with WSD 7.21, "Conference Travel Policy."
2. Participation in external training, staff development, and educational programs required by, paid for by, and provided through, the WSD (e.g., Instructional Leadership Development) shall be approved in accordance with established travel policies. Such training shall not be entered into the electronic database, unless prior approval or direction is provided.
3. In cases where training is provided by an external source, it is the sole responsibility of the employee to acquire and maintain documentation reflecting participation in or completion of said training as it relates to CPE credit or other WSD requirements.
4. If the training is expressly required by contract, job description, or other directive, documentation shall be placed in the employee's Human Resources central file.

D. Planning Days

1. Each campus shall maintain an agenda for each Planning Day.
2. The agenda shall be forwarded to the regional office prior to, or on the day of, the Planning Day.
3. Agendas and employee attendance rosters shall be maintained on the campus in accordance with the WSD Records Retention Schedule.

E. Staff Development Days

1. The agenda shall be forwarded to the regional office prior to, or on the day of, the Staff Development Day.
2. Each staff development activity shall be evaluated by attendees.
3. Sign in sheets, evaluation forms, and certificate templates may be accessed through the WSD Share Drive/INS/Public/Staff Development or they may be generated locally.
4. The Needs Assessment, District Improvement Plan, Regional Improvement Plan and/or Campus Improvement Plan topic that serves as the impetus for the staff development activity shall also be documented.

V. 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 the WSD.

2. Sexual Harassment Training

All employees shall participate in Sexual Harassment training every two years of employment as coordinated by the 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 OP-09.02.

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.
3. Documentation of the training date and employees attending training shall be maintained by the principal and the director of the division of Instruction or designee.
4. Additional information can be found in the Windham School District IDEA Guidelines for Special Education Services (located in the Share Drive/INS/Public/Special Ed./Operating Procedures).

D. General Educational Development (GED) Training

All staff members assigned to positions that serve in the capacity of GED examiner shall attend and successfully complete training by the GED chief examiner each school year. A GED examiner who does not attend the annual GED training shall lose the status of certified GED examiner and shall be ineligible to administer GED tests. Refer to the Windham School District GED Manual for additional information.

VI. Employee Obligations on Receiving Training and Educational Programs

- A. An employee shall attend and satisfactorily complete any training, staff development, or educational programs required by the WSD.
 1. Attendance is required for all calendar designated Staff Development Days.
 2. Satisfactory completion of a program may include passing tests, practical application, or adequately meeting other types of performance standards as determined by the presenter or required by the division director or superintendent.

3. Attendance requirements shall be in addition to any other specified successful training completion criteria (e.g., tests and practical application). A participant may not “test out” of a course instead of attending and participating in that course.
 4. An employee shall attend a training session in its entirety in order to receive credit for the session. Training credit or official certification of completion shall be withheld until the employee is authorized to make up or complete that portion of the training missed. (Makeup sessions may not be offered for some training. In such cases, the training at issue shall be addressed on an individual basis.)
 - a. The training proponent shall authorize makeup or subsequent completion of the course, or may require the participant to take the course over again in its entirety.
 - b. If the course is registered in the electronic database, an entry of zero hours shall be recorded in the database pending the employee’s completion of the training.
- B. Questions relating to employee participation in any training or staff development program not described within this OP shall be directed to the training or staff development proponent conducting or sponsoring the program.

*Signature on file
Don Lawrence
Director, Division of Operational Support