

All new employees must initially process through the Texas Department of Criminal Justice-Institutional Division and through the Windham School District. All employees will report to a Regional processing center on the first day of employment.

Processing will involve five days of pre-service activities. Day one will be for completion and signing of various forms and documents, receiving information on contracts, salary, insurance, personnel policies, certification/testing requirements, and safety training. Day two will involve security training, attendance accounting procedures, employee/inmate relations, and, for teachers, Texas Teacher Appraisal System Training. Day three for academic teachers and days three and four for vocational teachers will introduce curriculum training, record-keeping, and lesson planning. Day three for paraprofessionals will include word-processing, attendance accounting, and budget. Days four and five, will involve unit training on requisitioning supplies, travel/conference regulations, disciplinary procedures, lesson planning, attendance accounting, and student records.

The following employee orientation list outlines the various activities that the new employee must complete during the initial orientation. The time necessary for completion of these activities may vary.

(See 7.02-1)