



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-09.17
DATE: November 19, 2012
PAGE: 1 of 3
SUPERSEDES: OP-09.17
November 17, 2004

SUPERINTENDENT DIRECTIVE

SUBJECT: OFFENDER WORKERS IN EDUCATION

AUTHORITY: Windham Board Policy (WBP)-03.02, "Windham School District Superintendent Responsibilities and Authority"

Reference: TDCJ Administrative Directive (AD)-07.10, "Operation of Career and Technical Education Shops"; AD-07.01, "Operational Support of Windham School District Programs and Services"

APPLICABILITY: Windham School District (WSD)

POLICY:

All offenders working in Correctional Institutions Division units or State Jail Facilities academic and Career and Technical Education (CTE) school facilities will be assigned as general clerk, teacher aide II, library assistant, or janitor. These offenders are under the direct supervision of the unit principal/designee and must meet all the requirements of the appropriate job description. The principal will define all academic and CTE school facilities as either classroom/instructional area or office area for the purpose of offender work assignment. Offender tutors shall be defined as teacher aides II for the purpose of work assignments. Teacher aides II assigned to CTE classrooms and shops and academic classrooms will be utilized only to assist instructional staff to achieve instructional goals and will exercise no supervisory authority or control over other offender students.

PROCEDURES:

- I. Restrictions on Access to Computers
 - A. In accordance with Superintendent Directive (SD)-10.13, "Information Resources Security," under no circumstance shall an offender be allowed to use a computer connected to the Wide Area Network (WAN). Offenders shall not be permitted access to servers, terminals, or workstations in WSD administrative or unit offices or teacher workrooms. Offender clerks shall be permitted to work only on stand-alone computers or networked computer terminals that are specifically designated

for use by offenders. Electronic and media transfer of data or files between the file server(s) and computers used by offender clerks shall be prohibited unless the transfer is made by, or under the direct supervision of, Division of Information Technology staff.

- B. Any employee allowing an offender to work on an unauthorized computer shall be subject to disciplinary action, including termination in accordance with Windham Board Policy (WBP)-07.05, "Term Contract Employment" and WBP-07.39, "At Will Employment."
- II. Number of Offender Workers in the Education Department and Dictionary of Occupational Titles (DOT) Codes
- A. The number of offender workers required for each unit/facility educational department will be established in the Offender Job Assignment Summary – Number of Offenders Required.
 - 1. Any increase in the number of offenders required in any academic or vocational facility shall be approved by the WSD superintendent or designee and changed in the Offender Job Assignment Summary.
 - 2. The criteria for CTE facility and education offices/facility are established as the maximum number of offender workers allowed for the day regardless of the number of shifts for the program.
 - B. The maximum number of offender workers in the Education Department in each area shall be:
 - 1. CTE classrooms and shops - two teacher aides II per teacher for WSD and college;
 - 2. Academic classrooms - one teacher aide II per teacher;
 - 3. CTE facility - two janitors, for all day;
 - 4. Education offices/facility - two general clerks and four janitors for all day; and
 - 5. Library - two general clerks per shift.
 - C. DOT codes for offenders working in the Education Department are:
 - 1. Teacher aide II – 249.367-074;
 - 2. Janitor – 382.664-010;
 - 3. General clerk – 209.562-010; and
 - 4. Library assistant – 249.367-046.

* Signature on file
Debbie Roberts, Superintendent
Windham School District