



**WINDHAM SCHOOL  
DISTRICT**

**NUMBER:** SD-09.17r1  
**DATE:** June 2, 2021  
**PAGE:** 1 of 2  
**SUPERSEDES:** SD-09.17  
November 19, 2012

## **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** RESIDENT 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 residents working in WSD academic and Career and Technical Education (CTE) school facilities will be assigned as general clerk, teacher aide II, library assistant, or janitor. These residents are under the direct supervision of the principal/designee and must meet all the requirements of the appropriate job description. The principal will define all academic and CTE school facilities as classroom/instructional area or office area for the purpose of resident work assignment. Student tutors shall be defined as teacher aides II for the purpose of work assignments. Teacher aides II assigned to CTE classrooms, 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 students.

**PROCEDURES:**

- I. Restrictions on Access to Computers
  - A. In accordance with Superintendent Directive (SD)-10.13, "Information Resources Security," under no circumstance shall a student/resident be allowed to use a computer connected to the Wide Area Network (WAN). Students/residents shall not be permitted access to servers, terminals, or workstations in WSD administrative offices or teacher workrooms. Resident clerks shall be permitted to work only on stand-alone computers or networked computer terminals that are specifically designated for use by residents. Electronic and media transfer of data or files between the file server(s) and computers used by resident clerks is

prohibited.

- B. Any employee allowing a resident 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 Resident Workers in the Education Department and Dictionary of Occupational Titles Codes
- A. The number of resident workers required for each facility educational department will be established in the Resident Job Assignment Summary – Number of Residents Required.
    - 1. Any increase in the number of residents required in any academic or CTE facility shall be approved by the WSD superintendent or designee and changed in the Resident Job Assignment Summary.
    - 2. The criteria for CTE and academic/education offices areas are established as the maximum number of resident workers allowed for the day regardless of the number of shifts for the program.
  - B. The maximum number of resident workers in the Education Department in each area shall be:
    - 1. CTE classrooms and shops - two teacher aides II per teacher;
    - 2. Academic classrooms - one teacher aide II per teacher;
    - 3. CTE classrooms and shops - two janitors, for all day;
    - 4. Academic classrooms and education offices - two general clerks and four janitors for all day; and
    - 5. Library - two general clerks per shift.
  - C. Dictionary of Occupational Titles codes for residents 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

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Kristina J. Hartman, Ed.S.,  
Superintendent  
Windham School District