



Reference: Management Directive (MD) 19

Number: MD-19

Date: June 13, 2023

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Management Directive

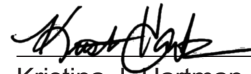
Subject: Professional Development and Training

Authority: Kristina J. Hartman, Superintendent

Directive: The purpose of this directive is to define requirements for Windham School District (Windham) pre-service and annual training for full-time and part-time employees.

- Procedures:**
1. All training outlined in this directive will be documented and recorded in the Windham professional development database.
 2. All full-time and part-time staff will receive 40 hours of new hire training to include:
 - Personnel policies and procedures
 - Orientation to the mission, goals, policies and procedures of the education department, institution, and parent agency
 - Overview of the corrections field
 - Basic security training
 - Emergency plans, procedures and responsibilities
 - Teaching the correctional student
 3. There will be 32 hours of new hire training provided at Windham Administrative Headquarters or another designated site as appropriate. Eight additional hours of new hire training will be provided at the department or campus level.
 4. The eight hours of training for administrative department employees will be departmental specific as determined by the supervisor.
 5. The eight hours of training for campus level employees will include:
 - Procedures for accessing the unit
 - Sign in/out procedures
 - Permissible items allowed on the unit
 - Employee and student safety
 - Hours of duty
 - School schedule
 - Chain of command and reporting structure
 - Position specific training

- Procedures:** 6. All Windham employees will receive 40 hours of training during the first year of employment and 40 hours of in-service training each year thereafter. Required annual training topics include those identified in Operating Procedure 07.13, Employee Training and Staff Development, and any additional training topics as directed by the superintendent. Department and campus level training beyond the required training will be determined by the appropriate supervisor.



Kristina J. Hartman, Ed.S.
Superintendent