



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

MANDATORY STAFF PRE-SERVICE AND ANNUAL IN-SERVICE TRAINING AND CONTINUING EDUCATION	Section	Human Resources
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	Approval:	<i>[Handwritten Signature]</i>

1.0. PURPOSE:

To establish procedures for mandatory staff pre-service training, orientation and annual in-service training for all full and part-time staff in all WV Schools of Diversion and Transition (WVSDT).

2.0 APPLICABILITY:

This procedure applies to all schools within WVSDT.

3.0 POLICY STATEMENT:

Pre-service training, orientation and annual in-service training shall be provided in all schools in juvenile and adult facilities to all part-time and full-time staff.

4.0 DEFINITIONS:

4.1 "Pre-service training" means providing a new employee with an orientation to the facility, the employee handbook, basic correctional procedures and techniques, educational and institutional policies and procedures, emergency procedures, teaching the correctional students and mentorship.

5.0 PROCEDURES:

- 5.1** All new full-time staff shall complete forty (40) hours of pre-service and orientation provided by the principal in conjunction with the host agencies training officer. All part-time staff shall receive twenty (20) hours of pre-service and orientation.
- 5.2** The principal shall provide the 40-hour orientation plan for new full-time employees to the Superintendent of WVSDT. This plan shall include, but is not limited to: (a) employee handbook; (b) operational policies and procedures; (c) an orientation to the purpose, goals and procedures of the education department, institution and host agency; (d) basic security training applicable to education staff in the institutional setting; (e) emergency plans, procedures and responsibilities; (f) overview of the corrections field and (g) teaching students in a correctional setting.
- 5.3** New staff may be assigned to a veteran staff member to serve as a mentor.
- 5.4** The principal shall arrange for the required Adult Education Peer Training for adult educators. This must be coordinated with the WVSDT Supervising Principal for Adult Programs. Twelve (12) hours of continuing education classes are required by ABE yearly for all full-time

ABE instructors. ABE part-time instructors are required to complete 6-12 hours depending on number of hours worked weekly. These hours can count toward the forty (40) hour or twenty (20) hour requirement.

- 5.5** The principal shall conduct an interview, following orientation activities to ensure that the new staff member is prepared to assume his/her assigned duties.
- 5.6** Each full-time employee shall receive an additional forty (40) hours of training during the first year of employment and forty (40) hours thereafter on an in-service basis. Teacher continuing education requirements and/or advanced graduate work may be used for this purpose.
- 5.7** Each part-time employee who works for one year in a facility shall receive an additional twenty (20) hours of training during the first year of employment and twenty (20) hours each additional year thereafter on an in-service basis. Teacher continuing education requirements and/or advanced graduate work may be used for this purpose.
- 5.8** The principal shall maintain documentation of completion of pre-service and in-service training for each employee.

6.0 AUTHORITY

WVSDT Employee Handbook