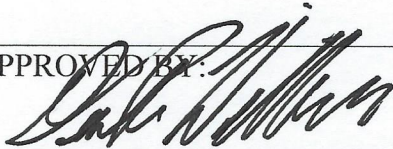


**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

SECTION: Institutions		PAGE: Page 1 of 2
CHAPTER: 813	NUMBER: 813.03	P&P TYPE: Public
TITLE: Education Personnel Practices		
APPROVED BY:  Dean R. Williams, Commissioner		DATE: 05/24/18
ATTACHMENTS / FORMS: (None.)		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.011 22AAC 05.340 AS 33.30.021 22AAC 25.060 AS 44.28.030 AS 33.05.010 DOC P&P 813.01 AS 33.16.180

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place uniform procedures for education / vocation personnel requirements and certification. Here in after "Education Personnel" refers to both education and vocation instructors.
- II. It is the policy of the Department that the selection and supervision of education personnel will be administratively supervised by the Criminal Justice Planner of Education or their designee in coordination with the Superintendent of the institution where the education personnel are to be located. The Criminal Justice Planner of Education shall regularly evaluate education personnel requirements to ensure they meet the education requirements and certifications administered by the State of Alaska. These evaluations will be available to education personnel, institutional staff, and the Superintendents for review and action.
- III. It is the policy of the Department that the Criminal Justice Planner of Education and the Superintendent of each institution shall collaborate on oversight and operational supervision for education personnel within the Department's institutions.
- IV. The Criminal Justice Planner of Education will have input on the annual evaluation of education personnel and shall work in conjunction with the Superintendents at each institution.

APPLICATION:

This policy and procedure will apply to all Department employees and education personnel that are employed by, contracted with or volunteer with the Department.

PROCEDURES:

- I. Education Personnel Qualifications:
The Department will require that employees providing education services meet the State's Work Place Alaska job class specification for "Education Coordinator (Corrections)", job class code PE0140 and "Vocational Instructor", job class code PE0210.

SUPERCEDES POLICY DATED:	06/10/02
THIS POLICY NEXT DUE FOR REVIEW ON:	05/24/23

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II. Education Program Evaluations:

- A. The Department will employ qualified education personnel for their educational and vocational programs;
- B. Staff workload shall be analyzed to determine the number of education personnel needed to ensure prisoner access to educational and vocational staff and services; and
- C. An educational program evaluation of each class or program offered in the institution will be conducted at least annually in accordance with DOC P&P 813.01, Prisoner Programming. Educational program revisions, including staffing requirements, will be based on the outcome of this evaluation.

SUPERCEDES POLICY DATED:	06/10/02
THIS POLICY NEXT DUE FOR REVIEW ON:	05/24/23