Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

References
Standards for Adult Correctional Institutions, 3rd Edition 1990
3-4417

Purpose
To establish uniform procedures within the Department for personnel requirements and certification.

Application
To all staff.

Policy
The selection and supervision of educational personnel in institutions will be administratively supervised by the Assistant Director of Institutions for Programs. The Superintendent shall maintain oversight and operational supervision for education personnel. The Assistant Director of Institutions for Programs shall regularly evaluate educational personnel requirements to ensure they meet the educational needs of prisoners. The evaluation will be available to educational personnel and institutional staff for review and action.

Procedures
A. Educational Personnel Qualifications
The Department will require that employees and contractors providing education services meet the Work Place Alaska class specification for Education Coordinator (Corrections).

B. Education Personnel Evaluation
1. The Department will employ qualified educational personnel for the educational programs;
2. Staff workload shall be analyzed to determine the number of personnel needed to ensure prisoner access to educational staff and services; and
3. Educational program evaluation of each class or program offering in the institution will be conducted at least annually in accordance with 813.01, Academic and Vocational Program. Educational program revisions, including staffing requirements, will be based on the outcome of this evaluation.

Implementation
This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.
June 10, 2002

Date

Margaret M. Pugh

Margaret M. Pugh, Commissioner
Department of Corrections