



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: SD-08.02 (rev. 1)
October 5, 2010

SUPERINTENDENT DIRECTIVE

SUBJECT: CAREER AND TECHNICAL EDUCATION (CTE)

AUTHORITY: Texas Education Code § 19.004; Texas Government code 497.094 and 499.102 (a)(10); TDCJ Administrative Directive (AD)-07.10, "Operation of Career and Technical Education (CTE) Shops"

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD continually assesses job markets and tailors CTE programs to provide marketable employability skills to its students, taking into consideration the impact a previous felony conviction has on the ability of offenders to secure certification, licensure and employment.

CTE programs offered by the WSD are designed to prepare offenders for meaningful employment upon release. The training may also prepare offenders for specific Texas Department of Criminal Justice (TDCJ) job assignments, providing an opportunity for offenders to gain experience and learn employable skills prior to release.

PROCEDURES:

I. Description

WSD offers CTE training in various occupational fields to offenders who are incarcerated in facilities operated by the TDCJ. The curriculum for each occupational field is competency based. Most are designed for student participation on an open entry, open exit basis. Upon successful completion of a CTE course, the student is awarded a WSD certificate of completion. In most cases, offenders are also afforded an opportunity to earn an industry certification.

II. Organization

CTE programs are organized in a variety of configurations in order to best serve the needs of the student population. The CTE staff will develop operating procedures to implement into the CTE programs.

A. CTE Courses

1. Purpose

The WSD provides vocational programming to assist students in building careers through quality instruction and preparation for industry certifications and development of career connections.

2. Description

The CTE program is designed to offer students academic and technical skills, helping them build the necessary abilities to be adaptable and competitive in the workforce.

3. Program Evaluation

Each CTE course shall undergo periodic review for:

- a. occupational/employment value
- b. curriculum relevancy
- c. operational efficiency
- d. cost effectiveness
- e. expected student outcomes

4. Class Projects

Class projects provide the student with an opportunity to practice skills on "actual work." All projects must relate directly to the course curriculum and serve as a learning experience for the student. WSD shall be in compliance with class project policy and procedures established in OP-08.02 and TDCJ AD-07.10.

B. Apprenticeship Program

1. Purpose

The concept of the program is to train apprentices in the practical and theoretical aspects of their craft through actual work experiences augmented by related instruction in the classroom.

2. Description

The TDCJ enters into apprenticeship training agreements in certain labor areas which are registered under the auspices of the Employment and Training Administration (ETA) of the United States Department of Labor.

All aspects of the training are of comparable quality to that received by apprentices currently employed in the free world.

C. On-The-Job Training (OJT)

1. Purpose

The OJT program is designed to provide additional opportunities for employable skill training to offenders of the TDCJ. The program is intended to provide OJT training to those offenders who are assigned jobs where an employable skill is learned. For the purpose of this program, employable skill is defined as specialized OJT training or knowledge in recognized occupations where employment opportunities exist in industry and business in the state of Texas.

2. Description

The program is designed to satisfy the requirements of Texas Government Code 497.094 and 499.102 (a)(10), which stipulates that a work record be established on all students participating in the OJT program. The work record shall contain an evaluation of the student's proficiency at the tasks identified in the training process. The student is entitled to a copy of his work record upon release.

Signature on File

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