

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-10	Policy # 13.4
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: O.C.G.A. §49-4A-12 ACA Standards: 4-JCF-5D-08, 3-JDF-5C-04-3, 3-JDF-5C-04-05 Individuals with Disabilities Education Act GAPSC Certification Rule 505-2-11 DJJ 3.55, 4.2, 4.5	
Chapter 13: EDUCATION	Effective Date: 6/11/18	
Subject: EDUCATIONAL STAFFING AND PROFESSIONAL LEARNING	Scheduled Review Date: 6/11/19 Replaces: 6/20/17 Office of Education	
Attachments: A – Parent Notification Request for Information (Right-To-Know Letter) (English and Spanish)	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice-Georgia Preparatory Academy (DJJ-GPA) professional education personnel shall hold valid Georgia certificates and meet minimum criteria for licensure by the Georgia Professional Standards Commission.

II. DEFINITIONS:

Georgia Professional Standards Commission (GAPSC): A state agency with the responsibility for teacher certification, teacher discipline, educator preparation, and teacher testing.

Instructor: Para-professionals with limited educational training who perform routine tasks assigned by certified teachers.

Professional Development Plan (PDP): A plan that addresses the specific needs that a teacher or instructor may have in order to enhance their abilities to perform their duties.

Professional Education Personnel: Educational staff, including the Associate Superintendent, Assistant Associate Superintendents, Education Principals, Education Supervisors, Teachers, Professional Guidance Counselors, and Instructors who must be certified by the Georgia Professional Standards Commission.

Professional Qualifications: Teachers who meet Georgia Preparatory Academy established requirements, which take subject matter competency into consideration either by requiring certification by the Georgia Department of Education or the accepted equivalent.

Remediation Plan: A plan developed to outline activities and goals for teachers who do not meet Professional Qualifications. The plan includes deadlines for completion and consequences for not meeting the defined goals.

Chapter	Subject	Policy #	Page
EDUCATION	EDUCATIONAL STAFFING AND PROFESSIONAL LEARNING	13.4	2 of 4

Training Resource Information System (TRIS): The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

III. PROCEDURES:

- A. All professional education personnel must meet identified position requirements for hiring. The Associate Superintendent or designee will review and approve all recruitment requests and final selections for vacant teacher and administrator positions to ensure that the faculty is comprised of well-trained professionals who meet state and DJJ standards.
- B. All teachers will meet Professional Qualifications.
 - 1. The Office of Education will maintain a staffing report of all teachers who are not highly qualified, but are working toward highly qualified status.
- C. Employees who no longer hold professional credentials shall be deemed to have forfeited their positions, notification of the forfeiture will be provided in accordance with DJJ 3.55, Professional Credentials.
- D. At the beginning of each school year (30 calendar days from the start of school), school districts receiving Title 1 funds must notify all parents of children attending Title 1 schools that federal law gives parents the right to request information about the qualifications of their children's teachers and paraprofessionals. The notification will be made at Title 1 functions, using Attachment A, Parent Notification Request for Information (Right-To-Know Letter).
 - 1. The education clerk will note on the contact log that the letter was provided.
 - 2. Regional Principals will ensure that each school is making these notifications.
- E. Staffing for regular education is based on a 1 to 20 teacher to student ratio. For planning purposes, a staffing ratio of one teacher for every 12 students is used for special education. All special education class sizes must meet state and federal Individuals with Disabilities Education Act (IDEA) guidelines.
- F. Principals and teachers will not be designated as the Administrative Duty Officer.
- G. Each school is assigned a Principal/Education Supervisor or Lead Teacher who is the school administrator. The Principal/Education Supervisor and/or Lead Teacher will ensure that educational services are appropriate to achieve identified goals and student outcomes.
- H. Regional Principals will directly supervise all Principals and Lead Teachers and be responsible for oversight of all other education personnel in his/her region.

Chapter	Subject	Policy #	Page
EDUCATION	EDUCATIONAL STAFFING AND PROFESSIONAL LEARNING	13.4	3 of 4

I. Teachers will be responsible for:

1. Planning and providing instruction in a standards-based classroom, including the use of instructional technology;
2. Creating an appropriate climate for instruction;
3. Implementing the established Positive Behavior Interventions and Support System for individual students;
4. Maintaining all required records in Infinite Campus;
5. Assessing student performance;
6. Recording grades;
7. Participating in Response to Intervention (RTI) meetings;
8. Developing Individual Education Programs (IEP);
9. Participating in Professional Learning;
10. Collaborating with other staff to provide support to programs and transition services; and
11. Being familiar with student special needs (medical, observation levels, behavioral health concerns, security risks, etc.) by reviewing the JTS alerts report on a daily basis.

J. Instructor Requirements:

1. All instructors (paraprofessionals) must be certified according to GAPSC Certification Rule 505-2-11.
2. Instructors who are employed and assigned to reduce class size will remain in the classroom to maintain the appropriate ratios.
3. GED (Pathway to Success) and CGP (Connections Graduate Program) instruction will be delivered by an instructor daily.
4. Instructors will receive, at a minimum, a total of 48 hours of job-related training in the first year of employment. The job-related training will include training on all duties that do not require a certification (e.g., media services, clerical, etc.). This training will be documented on the on-the-job training checklist. (See DJJ 4.2, New Employee on the Job Training.)

Chapter	Subject	Policy #	Page
EDUCATION	EDUCATIONAL STAFFING AND PROFESSIONAL LEARNING	13.4	4 of 4

- K. Each DJJ school will have qualified substitute teacher(s) (Instructor/Education Aide) approved by the Regional Principal.
 - 1. A qualified substitute teacher will replace an absent teacher for a period not to exceed 45 days.
 - 2. Any classroom teacher vacancy for 46 or more consecutive days in a school year will be filled by a certified teacher. The Regional Principal will notify the Associate Superintendent when a teacher has been absent for 46 days.
 - 3. All substitute teachers will receive appropriate training as prescribed by the Regional Principal, Principal/Education Supervisor, and/or Lead Teacher. Documentation of training will be maintained in a file in the school administrator's office.

- L. Professional Learning will be provided and/or made available to meet the needs of the education staff as identified through needs assessments and performance appraisals.
 - 1. Education staff members will receive training in accordance with DJJ 4.5, Staff Training Requirements. In addition, new teachers will participate in a new teacher orientation. New teacher orientation will be conducted as needed by the Office of Education staff and will be recorded in the Training Resource Information System (TRIS).
 - 2. All full-time education employees will receive the required number of training hours for their job classification in accordance with DJJ 4.5, Staff Training Requirements, Attachment A, Training Matrix.
 - 3. Education staff will participate in a minimum of 4 days of Professional Learning on an annual basis.
 - 4. Education staff meetings will be held monthly at each facility. Principals, Education Supervisors, or Lead Teachers are responsible for scheduling these meetings and ensuring that educational staff attends. Meetings will be documented with attendance and minutes.
 - 5. In addition to Education Professional Learning, all education personnel will participate in additional training that may be required by DJJ.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO