



## SCDC POLICY

**NUMBER: PS-08.02**

**TITLE: EDUCATIONAL ADMINISTRATION**

**ISSUE DATE: June 29, 2018**

**RESPONSIBLE AUTHORITY: DIVISION OF EDUCATIONAL SERVICES/*PALMETTO UNIFIED SCHOOL DISTRICT***

**OPERATIONS MANUAL: PROGRAM SERVICES**

**SUPERSEDES: PS-08.02: March 1, 2011; July 1, 2001; September 30, 1999**

**RELEVANT SCDC FORMS: 17-5, 17-7**

**ACA/CAC STANDARDS:**

**STATE/FEDERAL STATUTES: S.C. Code Ann. § 24-25-10, et seq.; S.C. Code Ann. § 59-1-110 et seq. (1976), 24 S.C. Code Ann. Regs. (1976)**

**PURPOSE:** To establish guidelines for the employment of certified teachers and other educational staff members, for staff development, and for an annual review of school compliance with federal and state laws, regulations, and requirements, and with Agency policies and procedures.

**POLICY STATEMENT:** The SCDC will require teachers and other educational staff members to possess and maintain appropriate educational certificates issued by the South Carolina Department of Education. In addition, each institution's educational programs will be reviewed annually to verify compliance with federal and state laws, regulations, and requirements, and with Agency policies and procedures.

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**SPECIFIC PROCEDURES:**

1. **RESPONSIBILITIES:**

1.1 The Division Director of Educational Services/*Education* Superintendent will ensure that educational service providers are appropriately credentialed and that such credentials are current.

1.2 The Division Director of Educational Services/*Education* Superintendent will ensure that an annual review of all educational programs offered at each institution is conducted to verify compliance with federal and state laws, (*Defined Program*), . regulations, and requirements, and with Agency policies and procedures.

1.3 The Division Director of Educational Services/*Education* Superintendent will maintain the budget for all educational services programming.

*1.4 All personnel employed by the Agency will encourage inmates to make responsible decisions in addressing their educational deficits and to take full advantage of the educational opportunities offered by the Agency.*

*1.5 All temporary employees will take their mandatory fifteen day break in service in accordance with the district approved calendar. Exceptions will be approved by the Education Superintendent/Designee.*

*1.6 Each School Leader is responsible for submitting monthly electronic attendance/achievement data to the District Office Designee as required. Instructors in institutions without a School Leader are responsible for submitting their attendance/achievement data.*

*1.7 The Division Director/ Education Superintendent will assign a lead teacher to act as the School Leader in locations that do not have a Principal. This assignment may be changed at any time by the Division Director/ Education Superintendent.*

## **2. CERTIFICATION AND STAFF DEVELOPMENT:**

2.1 All *certified educational staff* must possess a valid teaching credential in the appropriate assigned subject or discipline, or area of responsibility, issued by the South Carolina Department of Education.

*2.2 All educational staff members should schedule educational course work during off-duty hours. When such classes cannot be scheduled during off-duty hours, the Division Director/Education Superintendent may elect to adjust the employee's work schedule. When a class cannot be scheduled during off-duty hours and it is not feasible to adjust work schedules, employees may be allowed to use annual leave for this purpose or may be granted leave without pay in accordance with Agency leave procedures.*

*2.3 Any certified staff member who fails to maintain a valid teaching certificate will be in violation of District/Agency policy and will be subject to termination from employment with the District/Agency. The Division Director/ Education Superintendent will consult with the Employee Relations Branch Chief prior to taking any action on employee termination.*

*2.4 All certified staff members will attend a minimum of ten days of staff development and training, including two (2) days of general district-wide training, and two (2) days of subject/discipline workshops. The remaining six (6) days will be used for planning and workshops as scheduled by the Division Director/ Education Superintendent. South Carolina State Department of Education training will be approved by the Division Director/ Education Superintendent.*

## **3. ANNUAL INSTITUTIONAL EDUCATIONAL SERVICES PROGRAM REVIEWS:**

3.1 The Division Director of Educational Services/*Education Superintendent* will ensure that institutional educational program reviews are held consistent with SCDC Policy GA-06.01, "Management Reviews."

## **4. GRADUATION CEREMONIES:**

4.1 School principals/Educational Coordinators will ensure that graduation ceremonies are conducted *at least* annually. The date and time of each ceremony will be approved by the Division Director of Educational

Services/*Education Superintendent* after consulting with the Warden/Designee.

**4.2** Costs associated with conducting graduation ceremonies, to include refreshments will be budgeted for and approved by the Division Director of Educational Services/*Education Superintendent*.

## **5. DEFINITIONS:**

*Classroom Teacher Assistant refers to a noncertified employee in a temporary position whose assignment consists of and is limited to assisting a certified teacher. The role is defined by state law under the title "Teacher Aide."*

**Defined Minimum Program** refers to a written plan that specifies the minimum educational services that are offered by the SCDC.

**Valid Teaching Credential** refers to a current teaching certificate issued by the South Carolina Department of Education.

**SIGNATURE ON FILE**

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s/Bryan P. Stirling, Director

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**Date of Signature**

**ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT**